

ADAMS COUNTY BOARD OF SUPERVISORS REGULAR MONTHLY MEETING

ADAMS COUNTY BOARD ROOM

March 21, 2006

7:00 p.m.

Call to Order by Chairperson Sebastiani

Moment of Silence

Pledge Of Allegiance

Compliance with Open Meeting Law

Roll Call of Supervisors

Approval of the February 21, 2006 County Board Minutes

Announcement of meetings and Agenda Changes (if any). Dixon, Kotlowski, Eggebrecht, Kirslenlohr, Grabarski, Keckeisen to review claims during the recess.

Correspondence: A letter submitted February 27, 2006 from Adams County Chamber of Commerce.& Tourism

Appointments:

Claims: County Board

Unfinished Business:

New Business: Bria Radke from Wisconsin DNR to give gypsy moth presentation, Administrator Report, Discussion on the final Adams County Highway Department Report by Virchow Krause, Discussion on proposed Rules of the Board, Approve Dog License Report 2005, Approve Adams County Agricultural Society

COMMITTEE REPORTS

Airport 1/16 Brd of Adjustments 2/15 County Brd 2/21 Courthouse Oversight 2/10 Emer Gvt 2/10, 3/10 Finance 2/15 Golden Sands 2/19 Hlth Hum Serv 2/2, 2/10 Hlth Hum Serv Fin 2/'14 Hlth Hum Sub Com 2/17, 2/24	Hwy 2/9 LAW 2/10 LCD 3/13 Library 1/30 P & Z 2/8 Parks 2/14 Property 2/15, 3/9 Pub Hlth Comm 2/22	Review 3/8 Rules 3/8 Rural Indust 2/1 Slid Wste 3/8 SCLS 2/13 Special Com on Com 2/14 Surveyor 3/6
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Supervisors – Are there any committee reports you want to address separately.

Review and discuss committee minutes as printed and presented, and correct if necessary.

Supervisors to sign Resolutions, Ordinances & Petitions as needed.

Resolutions:

Res. # 09: To approve the creation of a full-time exempt Computer Support Specialist position, pay grade 9 of the Adams County pay scale, in the Management Information Systems (MIS) Department.

Ordinances:

Ord. #14: Rezone a parcel of land in the Town of Jackson, owned by Barbre & Lawrence Socki,

property 4.85 acres) located at 161 State Highway 82, known as Lot #1, C.S.M. #188, in Part of the SE ¼, SW ¼ of Section 13 and Part of the NE ¼, NW 1/4, of Section 24

Township 15 North, Range 7 East, changed from an A-I Exclusive Agricultural District to an R-2 Rural Residential District.

CLOSED SESSION: 19.85(1)(c), Wis. Stat., to discuss performance evaluation data. 19.85 (1)(g) to consider possible litigation against the County.

Report on claims

Approve Claims as reported

Per Diem and Mileage:

Motion for Clerk to correct errors

Move to Adjourn

Resolution no.09 -2006

INTRODUCED BY: Review Committee.

INTENT & SYNOPSIS: To approve the creation of a full-time exempt Computer Support Specialist position, pay grade 9 of the Adams County pay scale, in the Management Information Systems (MIS) Department.

FISCAL NOTE: The salary, plus benefits, for 2006 will be a maximum of \$42,631.77 including family health insurance, see attached breakdown. In order to have enough funds to cover any overtime accrued as a result of vacations or scheduling conflicts, it is request that there be an additional amount of \$1,394.88 budgeted, see attached breakdown. Monies in the amount of \$26,750.00 are allocated in the MIS Department budget in the salary accounts, with the remainder of the funds, \$17,276.65, for this position to be paid from the General Fund.

WHEREAS: Current staff in the MIS Department is insufficient to respond to the growing technological needs of Adams County employees; and

WHEREAS: The Personnel Committee presented a Resolution #11-175 to the County Board, to hire a consulting firm to conduct a staffing needs study of the MIS Department and the needs of Geographical Information Systems (GIS) with the final recommendation for Virchow Krause to be adopted by the County Board. The Resolution was adopted unanimously; and

WHEREAS: Virchow Krause & Company conducted the staffing needs study with the Final Report presented to the County Board at the February 2006 County Board meeting. Recommendation #9 of the study concluded that Adams County should hire a full-time Computer Support Specialist.

NOW, THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors approves the creation of a full-time exempt position of Computer Support Specialist in the MIS Department, at grade 9 of the Adams County pay scale.

Dated this 21st day of March 2006.

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this 21st day of March

Tabled _____ 2006.

County Clerk County Board Chair

Ordinance No.: _____ 2006
AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 3-1998 on March 18, 1998, which was effective upon publication on March 25, 1998, and which was approved by the town board of the Town of Jackson on November 3, 1999, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On January 9, 2006, Barbre & Lawrence Socki petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Jackson, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on March 8, 2006, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change: The Adams County Zoning Ordinance, Ordinance No. 3-1998, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an A-1 Exclusive Agricultural District to an R-2 Rural Residential District.

Property (4.85 acres) located at 161 State Highway 82, known as Lot #1, C.S.M #188, in Part of the SE 1/4, SW 1/4 of Section 13 and Part of the NE 1/4, NW 1/4 of Section 24, Township 15 North, Range 7 East, Town of Jackson, Adams County, Wisconsin.

Published in the Times Reporter, the official newspaper of Adams County, on the _____ day of March 2006.

Recommended for enactment by the Adams County Planning and Zoning Committee on this 8th day of March 2006.

Enacted/Defeated by the Adams County Board on the _____ day of March 2006.

Cindy Phillippi, County Clerk

Al Sebastiani, Board Chair

ADAMS CO PLANNING & ZONING COMMITTEE

March 8, 2006 – Room A260 -Courthouse

Friendship, WI 53934 – 9:30 A.M.

Barbre & Lawrence Socki – Rezoning Request from an A-1 Exclusive Agricultural District to an R-2 Rural Residential District of the Adams County Zoning Ordinance to allow the 4.85 acre parcel to become conforming for residential use on property located at 161 State Highway 82, known as Lot #1, C.S.M. #188, in Part of the SE 1/4, SW 1/4 of Section 13 and Part of the NE 1/4, NW 1/4 of Section 24, Township 15 North, Range 7 East, Town of Jackson, Adams County, Wisconsin. **(Please note: This property is also located in a Recreational/Residential District of the Adams County Shoreland Protection Ordinance).**

Appearing for with testimony: Scott Kempley, representing Barbre & Lawrence Socki.

No one appearing against:

Correspondence: Notification from the Town Board of Jackson that they met on February 8, 2006 and do not object to the zoning change.

Disposition: David Grabarski made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Robert Dixon seconded the motion. Roll Call Vote: 7-Yes. Motion carried.

**ADAMS COUNTY HIGHWAY DEPARTMENT
FINAL REPORT**

In conjunction with:

Virchow, Krause & Company, LLP

Ten Terrace Court

PO Box 7398

Madison, Wisconsin 53707-7398

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Michael Ley, CMC, Partner

State & Local Government Consulting Group

March 21, 2006

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Virchow, Krause & Company, LLP

Certified Public Accountants & Consultants _ An Independent Member of Baker, Tilly International

TRANSMITTAL LETTER

March 21, 2006
Mr. John Kealer, County Administrator
Adams County Courthouse
400 Main Street
Friendship, WI 53934

Dear Mr. Kealer:

Virchow, Krause & Company, LLP (Virchow Krause) and its subcontractors, Bucher, Willis & Ratliff Corporation, are pleased to submit this final report of our findings and recommendations related to our analysis of operations of the Adams County Highway Department.

The findings and recommendations presented in this report focus on the issues that were identified during our on-site analysis and review of information. We would like to thank you, the Highway Commissioner, his staff, the Highway Committee, and other County officials for participating in interviews and focus groups as well as in collecting materials for our review. We look forward to discussing this draft report with the County Board on March 21. In the meantime, should you have any questions regarding the study, please feel free to contact me (312.819.7153) or Rob Lefeber (608.240.2544).

Sincerely,

VIRCHOW, KRAUSE & COMPANY, LLP

Michael Ley, CMC, Partner

State and Local Government Consulting

ML/kac

c: Ron Chamberlain, Highway Commissioner

Adams County Highway Department Operations Study

TABLE OF CONTENTS

Virchow Krause & Company, LLP

March 21, 2006

Transmittal Letter

I. EXECUTIVE SUMMARY.....	1
II. PROJECT OVERVIEW.....	4
A. Summary of Project Objectives and Scope	4
B. Summary of Project Activities.....	4
III. CURRENT ORGANIZATIONAL PROFILE	6
A. Organization & Staffing	6
B. Financial Overview.....	8
C. Pavement Condition.....	10
IV. SURVEY & COMPARATIVE INFORMATION.....	11
A. Local Municipal Survey	11
B. Comparative Compensation.....	13
C. Comparative Workload Benchmarks.....	15
D. Comparative Pavement Ratings.....	17
E. Comparative Financial Benchmarks.....	17
V. MAINTENANCE & CONSTRUCTION OPERATIONS	20
A. Review of Operations.....	20
B. Maintenance & Construction Supervision.....	28
C. Town Maintenance.....	30
D. Seniority Rights & Positing Procedures.....	32
E. Department Business Functions.....	35
VI. REVIEW OF POTENTIAL SUBSIDIZATION.....	40
A. Accumulation of Direct Expenditures.....	40
B. Cost Pool Allocations & Overhead	40
C. Recovery of Administrative and Overhead Expenses.....	41
VII. FLEET MANAGEMENT & SHOP OPERATIONS.....	48
A. 48	

B. Mechanic Staffing.....	48
C. Mechanic Training.....	50
D. Policies & Procedures.....	51
E. Consistency in the Repair Process.....	51
F. Quality Assurance	52
G. Preventive Maintenance	53
H. Inventory Control of Fleet Parts.....	54
I. Vehicle Management Information System.....	54
J. Performance Indicators.....	55
K. Contracting Services	56
L. Vehicle Specifications.....	57
VIII. ORGANIZATIONAL REDESIGN.....	59
A. Summary of Recommended Changes.....	59
B. Fiscal Impact of Recommended Position Reductions.....	60

Adams County Highway Department Operations Study

TABLE OF CONTENTS

Virchow Krause & Company, LLP

March 21, 2006

Appendix A:

Summary of Operating Expenditures by Major Function

Appendix B:

Summary of Responses to Selected Open-Ended Questions From Survey of Adams County Municipalities

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 1

March 21, 2006

I. EXECUTIVE SUMMARY

Adams County's investment of resources in the Highway Department is among the most significant it makes in providing services to its residents and guests. In light of this, the Highway Committee proposed, and the County Board of Supervisors agreed, to commission an independent review of its Highway Department. While road construction and maintenance services consistently rank among the most important to taxpayers, the County wants to ensure that the resources devoted to this area are organized and managed in an effective and efficient manner. To assist in this analysis, the County Board retained Virchow Krause & Company, LLP, and its subcontractor Bucher, Willis & Ratliff Corporation (BWR) to perform an operational review of the Adams County Highway Department.

The objective of this study is to review the Highway Department's management, organization, budget, policies, staffing, vehicles and equipment, fleet maintenance, facilities, and services to identify and recommend efficiencies, with a focus on both the financial controls and an evaluation of current practices. The purpose is to recommend options for achieving:

- Operating efficiencies and other cost savings
- Organizational effectiveness
- Optimization of resources and enhanced service delivery
- Maximization of non-property tax revenues

The report that follows presents the findings and recommendations developed by the Virchow Krause and BWR project team, based on:

- Site visits and inspections of the main shop facility,
- Interviews with Highway Department staff and other County officials,
- Surveys of Adams County municipalities,
- Collection of comparable data from peer Wisconsin counties and the Wisconsin Department of Transportation, and
- Collection and review of an extensive amount of information regarding policies, procedures, workload, financial condition, etc.

The purpose of our review was not to identify organizational strengths, rather the findings and recommendations contained in this report should serve as a guide to help the Highway Department organizationally and operationally improve its ability to provide quality, costeffective services. If a particular functional area of the Department is not mentioned in our report, it may be concluded that we did not find any cause for concern in that area at this time. Further, the findings and recommendations in this report are in no way intended to reflect negatively on individual performance, but focus instead on broader organizational and operational needs and issues.

The full report is approximately 60 pages. The first three sections provide a summary of the project objectives and activities performed in developing the findings and recommendations. Additionally, the initial sections provide a brief overview of the current organization and staffing of the Highway Department as well as a high level summary of the financial operations. Lastly, Section IV (Survey and Comparative Information) provides a summary of the key results from the survey of Adams County municipalities along with comparative financial and workload data for five peer counties.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 2

March 21, 2006

The last several sections of the report contain findings and recommendations related to the operations of the Highway Department. There are over 40 recommendations for consideration. The primary recommendations within the body of the report include:

- Maintenance & Construction Operations:

- Developing a more comprehensive business model that places a higher emphasis on maintaining core functions and ensuring that all resource needs (staffing and equipment) are tied to work activities that are necessary to retain quality roadways on the County-trunk highway system. Decisions to perform services for customers outside of these core functions should be evaluated to determine the true cost and revenue available to the Highway Department as well as the impact providing these services will have on the ability to utilize resources in support of Adams County's roads.
- Developing a more active process to evaluate equipment utilization in light of what is needed to perform core functions. Those items that cannot be justified based on their ability to be fully utilized on Adams County roadways should be avoided unless the resources that will be required to support the equipment do not take away from the core mission of the Highway Department.
- Ensuring that the Highway Department clearly connects its long-range capital and major pavement maintenance plans with its short-term preventive maintenance needs. Appropriate resources should be allocated to ensure that the County's investment in its infrastructure is maintained once improved.
- Realigning the duties and functions of the supervisory team to establish clear lines of authority and recognition of broader Department-wide responsibilities and ensuring that the Highway Department's supervisory and management team receives the appropriate level and amount of training to develop and retain skills to manage and direct staff and operations.
- Establishing maintenance agreements with local municipalities to allow for more effective staffing and workload planning and to guarantee a minimum amount revenue that will justify maintaining resources to support these activities.
- Discontinuing the current practice of interpreting the collective bargaining agreement to read that specific job duties or equipment assignments are posted positions. Job responsibilities and equipment operation assignments should be based on qualifications and experience not seniority.
- Developing a system to test an individual's proficiency at operating any equipment that they may be assigned to. This should be an on-going process to ensure skills

retention, but should also be implemented as part of the pre-employment screening process.

- Creating a non-represented Operations Manager position to enhance the level of support provided by the business functions of the Highway Department. The key focus of the position would be providing a higher level of expertise in managing, analyzing, and evaluating current and future operations of the Highway Department.
- Ensuring that all accounting and clerical related tasks are performed by business office staff rather than operators or supervisors.
- Review of Potential Subsidization:
 - Developing a clear policy of which customers should be assessed a fee to cover the Highway Department's administrative overhead.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 3

March 21, 2006

- Fleet Management & Shop Operations:
 - Discontinuing the practice of using mechanics to perform non-fleet maintenance tasks.
 - Developing training programs to maintain mechanic skill levels in the face of advances in automotive technology. Specific emphasis should be placed on developing an appropriate level of specialization in-house on certain types of components, but retaining practices to outsource those tasks that require expensive and/or specialized equipment.
 - Developing comprehensive policies and procedures to guide mechanics and provide consistency in performing key repairs. This requires standard formats and more defined preventive maintenance procedures that rely more on industry standards and mechanic abilities and less on operators performing tasks.
 - Creating a quality assurance program to ensure that repairs are complete and void of any deficiencies that could cause further breakdowns or create safety concerns.
 - Developing an effective work order system to record all key data necessary to manage the fleet. This should include better utilization of the bar coding system for inventory purposes, but also result in a more effective system to ensure that all associated costs of a repair are entered into the accounting and vehicle management system.

Overall, the report recommends the elimination of four full-time employees. Two of these positions are currently vacant due to retirements. Total estimated savings from these position reductions are expected to be approximately \$231,000. There may also be savings related to the disposal of equipment based on the evaluation of what is needed to perform core functions, but these amounts are more difficult to estimate at this time.

It is important to note that a study of this size and complexity is impossible without the support and cooperation of those involved. The assistance provided by individuals internal and external to the Highway Department during the course of our work was vital to our ability to conduct this study. The efforts of these individuals in providing data, participating in interviews, and providing feedback on initial findings and recommendations were key to our project. We would like to express our appreciation to all individuals who participated in this project for the time and courtesy extended to us throughout the study effort and for their input.

Finally, it is imperative that the Highway Department develop a detailed implementation plan that prioritizes recommendations based on several factors including short- and long-term, policy and non-policy, cost savings and required investments, etc. This implementation plan should be monitored on a regular basis by the Highway Committee, with periodic reports to the full County Board as appropriate.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 4

March 21, 2006

II. PROJECT OVERVIEW

A. Summary of Project Objectives and Scope

The Adams County Highway Department provides construction and maintenance services on state and county trunk highway systems. Additionally, the Highway Department performs services for local municipalities within Adams County as well as other local county highway departments. These activities are provided by 31 authorized full-time positions (including 2 current vacancies). The 2006 operating budget for the Department totals nearly \$6.5 million, with a property tax levy of nearly \$3.8 million. Additionally, the Highway Department maintains over 200 vehicles and pieces of equipment to support its operations.

Adams County retained Virchow Krause & Company, LLP in September 2005 to conduct a review of its Highway Department. The objective of this study was to identify opportunities for improvements based on the following broad scope:

- Review of Highway Department programs and operations to identify areas for enhancing service effectiveness and efficiency and reducing the financial impact on the property tax levy.
- Review of the impact that the Department's organizational structure has upon the effectiveness and efficiency of operations, including the development of organizational changes to streamline operations, eliminate duplication, and enhance overall effectiveness.
- Analysis of the expenditures, revenues, and staffing within the Department.
- Evaluation of the current road maintenance and construction delivery system in the context of trends and service delivery options, including methods for contracting services.
- Evaluation of the fleet and facilities maintenance operations to assess its success in meeting the needs of the Highway Department including fleet management practices, mechanic staffing, parts management and procurement, capital planning, and use of technology.

The findings and recommendations contained in this report can serve as a guide to help the Highway Department organizationally and operationally improve its ability to provide quality, cost-effective services. As such, this report is intended to be used for purposes of continuous improvement. It is not intended to be an assessment of individual performance or to reflect negatively on the many dedicated individuals, both internal and external to the Department, who try to provide quality services on a daily basis within the constraints of available resources.

B. Summary of Project Activities

To accomplish the goals and objectives of this review, the project team incorporated a variety of methods to obtain and verify data, conduct analysis, and develop recommendations:

- Reviewed and analyzed background information, including policies and procedures, position descriptions, budget and expenditure data, equipment maintenance records, Wisconsin Department of Transportation data, and other available data related to Department activities and workload.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 5

March 21, 2006

- Solicited input from a broad spectrum of individuals internal and external to the Highway Department who are involved in the oversight, administration, and delivery of services or regularly interact with the Department, including:
 - Focus group session with the Highway Committee.
 - Interviews with the Commissioner, retired Patrol Superintendent, Engineer Technician/Assistant Patrol Superintendent, Sign and Marking Supervisor, Shop Foreman, Mechanics, Office Manager, and Account Clerk.
 - Focus group sessions with all available equipment operators.
 - Interviews with other County officials and representatives from other county departments that interact with the Department, including the County Administrator

and County Clerk.

- Designed and distributed a survey mailed to all cities, villages, and towns within the County and analyzed the results.
- Collected comparable financial and staffing data from five peer county highway departments.
- Prepared a draft report, dated March 9, for review by the Highway Committee, County Administrator, and other appropriate County officials.
- Prepared this final report for presentation to the County Board on March 21.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 6

March 21, 2006

III. CURRENT ORGANIZATIONAL PROFILE

A. Organization & Staffing

The Adams County Highway Department is responsible for maintaining approximately 317 center-line miles of state and county trunk highways. Additionally, the Highway Department provides additional maintenance services to many of the cities, villages, and towns within Adams County as well as providing support and materials (e.g., fuel) to other Adams County departments. The Highway Department also cooperates with other non-Adams County based customers such as county highway departments, communities, and other entities to provide support to maintenance and construction projects or materials.

The Highway Department is managed by an appointed Highway Commissioner who is assisted by a Patrol Superintendent (vacant), Engineer Technician/Assistant Patrol Superintendent, and Sign and Marking Supervisor. The Highway Commissioner reports to the County Administrator who oversees the operations of the County. A five member Highway Committee comprised of elected County Board Supervisors provides legislative oversight of the Highway Department. Currently, the Highway Department's authorized staffing includes 31 full-time employees, which is supplemented by up to 4 part-time seasonal employees who support pavement marking activities. **Figure 1** shows a summary of the Highway Department's staffing by functional area.

Figure 1

Total Highway Department Authorized Full-time Employees and Vacancies by Functional Area

Authorized

FTE Vacancies Current FTE

Management & Administration:

Highway Commissioner 1 0 1

Engineer Technician 1 0 1

Office Manager 1 0 1

Highway Clerk 1 0 1

Fleet Maintenance:

Shop Foreman 1 0 1

Mechanic 3 0 3

Highway Maintenance (State & County):

Patrol Superintendent 1 1 0

Crew Leadworker 1 0 1

Class II Operators-State 3 1 2

Class II Operators-County 12 0 12

Sign & Marking:

Sign & Marking Supervisor 1 0 1

Sign Leadworker 1 0 1

Sign Person 4 0 4

Total 31 2 29

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 7

March 21, 2006

Figure 2 shows the Highway Department's current organizational chart.

Figure 2
Current Highway Department
Organizational Chart

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 8

March 21, 2006

B. Financial Overview

Figure 3 provides a summary of the total revenues and operating expenditures for the Highway Department during the 2003, 2004, and 2005 fiscal years. Revenue includes both operating revenue and non-operating revenue, which includes bond proceeds for construction projects and other grants in aid from the State of Wisconsin for county road maintenance.

Figure 3

Actual Highway Department Operating Revenues & Expenditures 2003-2005

2003 2004 2005

OPERATING REVENUES

Tax Levy \$3,653,606 \$3,542,995 \$3,799,098

State Highway Maint. Charges 1,280,510 1,371,834 1,035,718

State Reimbursements 45,095 12,765 7,534

Adams Cty. Town/Municipal Maint. Charges 425,775 228,010 308,105

Adams County Dept. Charges 118,340 31,161 39,425

Other Customer Maint. Charges 495,981 444,270 495,108

Permits 3,386 3,753 5,094

Other Miscellaneous Revenue 236,324 1,558 4,425

TOTAL OPERATING REVENUES \$6,259,017 \$5,636,345 \$5,694,506

NON-OPERATING REVENUES

Contributions by State \$69,178 \$167,109 \$35,392

Operating Grants & Aid 764,841 879,567 1,011,502

Transfer from General Fund/Bond Funds 2,688,288 0 5,974,907

TOTAL NON-OPERATING REVENUES \$3,522,306 \$1,046,676 \$7,021,800

TOTAL REVENUES \$9,781,323 \$6,683,021 \$12,716,306

OPERATING EXPENDITURES

Personnel:

Regular Labor \$1,254,484 \$1,212,451 \$1,186,510

Overtime Labor 136,055 108,126 181,433

Fringe Benefits 678,031 781,789 1,015,522

Sub Total Labor & Benefits \$2,068,570 \$2,102,366 \$2,383,464

Small Tools \$37,110 \$30,287 \$37,947

Equipment \$1,217,193 \$997,645 \$1,332,749

Materials \$1,194,060 \$514,677 \$947,811

Other Operating Expenses \$2,462,167 \$3,319,880 \$5,319,485

TOTAL OPERATING EXPENDITURES \$6,979,102 \$6,964,856 \$10,021,456

OPERATING INCOME/(LOSS) (\$720,084) (\$1,328,510) (\$4,326,950)

NET INCOME/(LOSS) \$2,802,222 (\$281,834) \$2,694,850

Source: Highway Department CHEMS General Ledger Report and 2005 Audit Entries.

Total operating revenues includes the property tax levy and charges to Highway Department customers (e.g., State of Wisconsin, Adams County departments, local municipalities, and local non-county municipalities). During this three year period, total operating revenues decreased 9%.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 9

March 21, 2006

The only operating revenue items to increase during this time were the property tax levy, which increased 4%, and permits, which increased 50.4%. All other revenues represent billings to outside customers for maintenance support. Revenues from entities outside Adams County or from non-municipal entities remained stable at approximately \$495,000. Revenues from the Wisconsin Department of Transportation (WiDOT) decreased a total of over \$282,000 between 2003 and 2005, representing a 15.6% drop. The Highway Department also saw a decrease in

revenue from Adams County municipalities of 27.6% from nearly \$426,000 in 2003 to just over \$308,000 in 2005.

While operating revenues were decreasing, total operating expenditures for the Highway Department increased 43.6% between 2003 and 2005, with the most significant increase coming from construction related costs between 2004 and 2005. Over the three year period, total salaries and fringe benefits increased 15.2%, with the largest increase in fringe benefits which grew 49.8% between 2003 and 2005. Non-salary and fringe benefits related expenditures ranged from \$4.9 million in 2003 to \$7.6 million in 2005, a 55.5% increase.

Figure 4 provides a summary of total operating expenditures by major functional areas of the Highway Department. This figure shows a dramatic increase in construction related expenditures during this three year period while most other areas experienced decreasing expenditures. Between 2003 and 2005, expenditures related to maintenance, repair, and construction on county trunk highways represented an average of 66.1% of total Highway Department expenditures, over one-third of which is construction related. The next largest expenditure area is state trunk maintenance which has totaled an average of 14.0% over the three years, but have seen steady decreases during this three year period. Together, maintenance on the state and county highway systems has represented approximately 80% of all Highway Department expenditures between 2003 and 2005.

Figure 4

Summary of Highway Department Expenditures by Major Functional Area

2003 2004 2005

Highway Administration & Support	\$262,545	\$880,236	\$727,909
State Highway Maintenance	1,188,692	1,064,971	973,431
County Highway Maintenance	2,832,475	2,545,619	1,401,343
County Highway Construction	1,458,319	1,780,688	6,072,271
County Town Road Maintenance	622,751	233,235	331,663
County Department Maintenance & Materials	118,340	31,161	39,425
Other Maintenance	495,981	428,945	475,414

Total \$6,981,105 \$6,966,860 \$10,023,461

Source: Highway Department CHEMS General Ledger Report and 2005 Audit Entries.

Expenditures related to maintenance and repair on other road systems has decreased by onethird

during the three-year period reviewed from a total of over \$1.2 million in 2003 to nearly \$850,000 in 2005. The largest area decreasing in this category was work performed on roads for Adams County towns which dropped by nearly 50%.

Appendix A includes a more detailed breakdown of Highway Department expenditures for 2003 through 2005 by major function.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 10

March 21, 2006

C. Pavement Condition

The County's investment in its road system, especially that resulting from the increase in construction expenditures indicated above, show the relatively good condition of its pavement as measured by the ratings maintained for the Wisconsin Information System for Local Roads (WISLR). As **Figure 5** indicates, 71.9% of the pavement on county trunk highways in Adams County were rated good or above in 2005, with an average rating of 6.65. Only 12% of the pavement in Adams County is rated poor.

Figure 5

2005 Adams County Highway Pavement Ratings

PASER

Rating

Surface

Rating Treatment Measures Miles Percent

10 Excellent No Treatment Needed 12.38 5.5%

9 Excellent No Treatment Needed 13.41 5.9%
 8 Very Good Little or No Treatment Needed 88.21 38.9%
 7 Good Routine Crack Filling 0.45 0.2%
 6 Good Seal Coat 47.17 20.8%
 5 Fair Seal Coat or Overlay 18.63 8.2%
 4 Fair Overlay 19.12 8.4%
 3 Poor Mill or Overlay 27.17 12.0%
 2 Very Poor Reconstruction with base repair 0.00 0.0%
 1 Failed Total Reconstruction 0.00 0.0%
 Unrated 0.28 0.1%
226.82 100.00%

6.65

Source: Wisconsin Information System for Local Roads

Total

Overall Average Pavement Rating

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 11

March 21, 2006

IV. SURVEY & COMPARATIVE INFORMATION

A. Local Municipal Survey

Virchow Krause surveyed 20 municipalities within Adams County to gain their input and insights into the operations of the Highway Department including the services it provides, its strengths and challenges, and ideas for improving the effectiveness and efficiency of current operations. Additionally, we asked these municipalities to report on their use of private contractors. We received a total of 16 responses from 13 communities.

Municipalities have the choice of receiving highway maintenance services either from the County Highway Department, from private contractors, or providing the services themselves. As shown in **Figure 6**, survey responses from 13 municipalities indicate that they contract with both the Highway Department and private contractors for services related to snow and ice control, crack sealing and filling, mowing, brush removal, pavement marking, road reconstruction, and vehicle and equipment maintenance. Local municipalities consistently reported choosing the Highway Department for assistance with signs and sign installation. On the other hand, none of the respondents indicated that they used the Highway Department for either road resurfacing or pavement sweeping. One municipality reported in the "Other" category that they contract with the Highway Department for culvert work.

Figure 6

Number of Adams County Municipalities Contracting for Highway Services

Function

Adams

County

Private

Contractors

Snow/Ice Control 5 1

Crack Sealing/Filling 1 8

Culvert Maintenance/Repair 0 4

Mowing 1 5

Brush Removal 2 5

Pavement Sweeping 0 1

Pavement Marking 3 1

Signs/Sign Installation 8 0

Road Resurfacing 0 11

Road Reconstruction 1 10

Vehicle/Equipment Maintenance 1 2

Other 4 1

In general, local municipalities reported contracting with private contractors more frequently than

with the Highway Department. As indicated in the prior section, the Department has devoted a decreasing level of expenditures (and related revenue) to providing highway maintenance services to local County municipalities.

Based on the survey responses, the Highway Department's cost structure is a significant barrier to expanding the services provided to local municipalities. Analysis of the survey results indicates that municipal staff view the value of services, specifically cost, as being the most important difference between the Highway Department and private contractors.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 12

March 21, 2006

As shown in **Figure 7**, survey respondents reported significantly lower satisfaction ratings for the value of services provided by the Highway Department (3.3 out of 5.0) when compared to private contractors (4.2). Survey respondents reported slightly higher satisfaction with the level of services provided by private contractors (4.4) than the County (4.1), which may be reflective of their views on service costs. Municipal staff rated the private contractors (4.3) and the Department (4.2) as being very close in terms of responsiveness to the needs of their community.

Figure 7

Satisfaction Ratings for the County Highway Department and Private Contractors On a Scale of 1 to 5 (5 is Best)

(November 2005 Satisfaction Survey of Adams County Town Officials)

Responses

Satisfaction with

Level of Services

Satisfaction with

Service Value

Satisfaction with

Responsiveness

Satisfaction ratings for:

County HWY Department 13 4.1 **3.3** 4.2

Private contractors 15 4.4 4.2 4.3

When asked to explain why their municipality does not contract with the Highway Department for highway maintenance services, 14 survey respondents provided comments. Half of these specifically mentioned the cost factor. Other mentioned factors were:

- The Highway Department did not submit a bid for requested services;
- The municipality has its own capability to do the work;
- Satisfaction with the quality of services provided by private contractors; and
- Desire to contract with a local provider.

When asked to identify the conditions under which their municipality might consider contracting with the Highway Department, 8 out of 12 responses mentioned improved cost competitiveness. Other mentioned factors included the necessity of receiving a bid from the Highway Department, or using the Highway Department should the municipality become dissatisfied with the performance from private contractors.

Municipal staff have mixed views of the Department's performance. While some survey respondents indicated dissatisfaction with the cost or efficiency of the Highway Department (5 out of 12 responses), an almost equal number of respondents indicated that the Department is doing a good job delivering services. Distinct from cost or efficiency concerns, three respondents specifically raised the issue of prioritization of snow plowing on Town roads when compared to the service provided on State and County highways. This latter issue will be addressed in a later section of this report.

Appendix B provides a summary of responses to questions 11, 12, and 13, which inquired as to why municipalities were not using the services of the Highway Department, under what conditions they would consider using the Highway Department, and what are the most common concerns raised by residents related to Highway Department services.

B. Comparative Compensation

To investigate the issues related to cost mentioned frequently by the municipalities responding to the survey, we worked with the County Administrator and Corporation Counsel/Personnel Office to obtain compensation information from peer counties for comparable highway department positions. While costs related to wages and benefits are one of several components that drive the charges for service, averaging approximately 23% of total billings to local towns over the past three years, it is one of the items that the County potentially has the most control over. The other large drivers of expenditures is materials, which has averaged nearly 43% of all expenditures related to town work in the past three years, and equipment, which has averaged 26% of total expenditures between 2003 and 2005.

In the case of materials, the Highway Department is simply passing on the cost of the items used when performing work, much like a private contractor would. Equipment costs are based on the rental rates approved annually by WiDOT, which represent a state-wide rate by type/class of equipment. Since the rental rates are based on the average for all county highway departments across the state, they likely do not represent the actual cost for Adams County. It is not administratively feasible, however to establish different rates for different types of customers, and therefore county highway departments throughout the state use the WiDOT calculated rental rates.

Based on the information collected, staff salaries are higher for most job classifications in the Adams County Highway Department than similar salaries paid to comparable positions in other peer departments. As shown in **Figure 8**, salaries for specific job classifications reported in Juneau, Columbia, Marquette, and Jackson counties are consistently lower than those specified in the Adams County staff salary schedule under the 2003-2004 collective bargaining agreement between the County and AFSCME Local 323.

Each county's collective bargaining agreement and compensation systems will be unique, which is reflected in Figure 8. For example, Adams County has a single job classification for mechanics in the Highway Department, while Columbia County and Marquette County have several mechanic job classifications. And, while we did not perform a detailed analysis of job descriptions, it is likely that the primary duties and equipment associated with highway maintenance is similar in each of these counties. All of the counties shown in Figure 8 set compensation based, in part, on the specific equipment for specific job descriptions, such as bulldozer, end loader, backhoe, scraper, roller, etc. Typically, the comparison counties make pay grade distinctions between mechanics, heavy equipment operators, and patrolman job classifications.

Unlike other peer county highway departments, the Adams County Highway Department does not make a pay grade distinction between mechanics, heavy equipment operators, and patrolman positions. As shown in Figure 8, the Highway Department's Class II employees receive a uniform hourly salary rate for a range of job classifications that are typically differentiated in comparison counties. Other comparison counties pay different hourly rates to mechanics, heavy equipment operators, parts men, and patrol men. Since Adams County does not follow this type of system, the variance between the salary rate paid for heavy equipment operators, tandem and tri-axle truck drivers, patrolmen, etc is significant. Furthermore, the County's current job posting method means that all field employees are considered Class II.

Figure 8

**Comparison of Highway Department Pay Schedules for
Selected Central Wisconsin Counties by Job Classification, 2005
Position Classification Adams Juneau Columbia Marquette Jackson
Class I**

Shop Foreman 18.22 17.30 17.22 16.52
Leadman 18.22

Class II

Head/Master Mechanic 18.06 17.18
Mechanic 18.01 16.88 16.37 16.84 16.13
Heavy Equipment Operator 18.01 16.38 17.22 16.84 16.13
Grade 3 16.37
Grade 4 16.06
Partsman 18.01 16.55 17.22 16.84
Tandem and Tri-axle Truck Driver 18.01 16.18 16.13
Patrolman 18.01 16.18 15.91 16.84 15.57
Signman 18.01 16.18 16.37 16.84 16.13

Class III

Patrolman's Helper 17.86 15.91 16.37
Truck Driver 17.86 15.91 16.54
Mechanic 16.54
Laborer 17.86 16.03

Class IV

Office Manager 16.52 19.59 19.44
Highway Clerk 16.52 16.55 16.09 16.13

Class V

Entry Level Laborer 11.83 11.50

Figure 9 shows the breakdown for selected Adams County Class II job responsibilities and comparable positions in the comparison counties. On average, the Highway Department's wage rates are \$1.53 higher than similar positions in the peer counties, or 9.3% higher. This is a large variance and can explain why the County's cost structure for performing highway maintenance work for its customers could be a concern.

Figure 9

**Average Hourly Pay Rate Comparison for
Adams County and Comparison Counties by Selected Job Classifications, 2005**

Classification Adams

Comparison

County

Average Variance

Mechanic 18.01 16.86 1.15
Heavy Equipment Operator 18.01 16.50 1.51
Partsman 18.01 16.87 1.14
Tandem & Tri-axle Truck Driver 18.01 16.16 1.86
Patrolman 18.01 16.13 1.89
Signman 18.01 16.38 1.63

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 15

March 21, 2006

C. Comparative Workload Benchmarks

Comparing the effectiveness and efficiency of the Adams County Highway Department to Departments in other counties is a common approach to assessing performance of any public sector organization. While each county sets their own approach to staffing and organization and operates under a distinct local environment, highway departments have a similar mission and face similar challenges. Specifically, highway departments exist to maintain state and county roads in the best possible condition given available resources, and ultimately can be compared by the condition of the highways for which they are responsible. Accordingly, we collected information to compare Adams County's Highway Department to other peer county highway departments on a number of workload benchmarks.

In Wisconsin, geography plays a role in the difference between counties with regard to availability and affordability of services, location of road sheds and the main office, length and number of roadways, functional class of roadways, river crossings, and roadway connectivity.

Recognizing the role that geography plays within each county, we collected widely available data, and conducted follow-up calls to obtain additional information from five peer counties including Juneau, Taylor, Green Lake, Crawford, and Marquette. This information was used to develop benchmark information that could provide an additional level of insight in the review of Adams County's Highway Department.

It should be noted that the benchmarking data contained in this report is intended to provide general background findings about the County's highway operations. Care must be taken to avoid conclusions that specific data show positive or negative conditions. The purpose in collecting and analyzing this information is to determine general correlations between workload pressures and staffing requirements.

The peer counties were averaged to generate a peer county benchmark for comparable data values including total highway department employees per capita, center-line miles per capita, center-line miles per employee, and average center-line miles per state and county plow section. **Figure 10** highlights the information collected.

As the information shows, Adams County is the second most populated among the counties researched. Additionally, the following information can be gleaned from this table:

- Adams County's Highway Department ranks fourth out of the six counties in terms of total employees, 3.4% below the peer average.
- Adams County's Highway Department is tied for fourth in the number of employees per 1,000 population, 12.0% below the peer average.
- Adams County's Highway Department has the second lowest number of county-trunk and state-trunk highways to maintain among the peer group, 10.5% below average.
- Adams County's Highway Department has the second lowest ranking for total lane miles per employee, 8.1% below average.
- Adams County's Highway Department has the lowest ratio when compared to lane miles per 1,000 population, 18.1% below average.
- Adams County's Highway Department tied for the lowest ratio of average lane miles per state highway winter maintenance section, 24.6% below average.
- Adams County Highway Department has the highest ratio of average lane miles per county-trunk highway winter maintenance section, 37.5% above average.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 16

March 21, 2006

Figure 10

Comparison of Benchmarking Data

Benchmark Juneau Adams Taylor Green Lake Crawford Marquette

Peer

Average¹

Adams

Rank

Total County Population² 26,656.0 21,224.0 19,902.0 19,375.0 17,493.0 15,138.0 19,712.8 2 of 6

Total Land Area (square miles)³ 767.6 647.7 974.9 354.3 527.7 455.5 616.0 3 of 6

Highway Department Employees 42.0 31.0 29.5 24.0 33.0 32.0 32.1 4 of 6

Highway Department Employees Per 1,000 Population 1.6 1.5 1.5 1.2 1.9 2.1 1.7 T4 of 6

County-trunk Highway Lane Miles⁴ 468.5 454.1 484.3 457.7 265.5 474.6 430.1 5 of 6

State-trunk Highway Lane Miles⁵ 454.8 183.9 228.9 140.0 369.0 220.6 282.7 5 of 6

Total Lane Miles⁶ 923.3 638.0 713.1 597.7 634.5 695.1 712.8 4 of 6

Total Lane Miles Per Employee 22.0 20.6 24.2 24.9 19.2 21.7 22.4 5 of 6

Total Lane Miles Per 1,000 Population 34.6 30.1 35.8 30.8 36.3 45.9 36.7 6 of 6

Number of State Patrol Sections (Snow) 9 5 4 3 7 6 5.8 4 of 6

Average Lane Miles per State Patrol Section 50.5 36.8 57.2 46.7 52.7 36.8 48.8 T5 of 6

Number of County Patrol Sections (Snow) 14 9 10 10 9 18 12.2 T5 of 6

Average Lane Miles per County Patrol Section 33.5 50.5 48.4 45.8 29.5 26.4 36.7 1 of 6

Notes/Sources:

¹ Peer average does not include Adams County.

² Based on 2005 population estimated from Wisconsin Department of Administration Demographic Services Center.

³ State of Wisconsin Blue Book, 2005-2006, p 747.

⁴ State of Wisconsin Department of Transportation Wisconsin Information System for Local Roads, "Lane Miles of CTH - January 1, 2005 Certification (R-70) Lane Miles for 2004."

⁵ State of Wisconsin Department of Transportation "STN Mileage Summary." Includes State-trunk and Interstate highway lane miles.

⁶ Includes County-trunk, State-trunk, and Interstate highway lane miles.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 17

March 21, 2006

In the last two areas, industry standards generally view a ratio of winter maintenance sections per lane mile of 50 to be reasonable. While this is potentially impacted by many factors, the types of conditions under which most Wisconsin county highway departments plow under make this benchmark feasible. As Figure 10 shows, the average for the five peer counties for state winter maintenance sections was 48.8 lane miles, with 4 of the 5 being over or near the 50 lane mile benchmark. Until this current winter, Adams County's ratio was 46 lane miles per state section, but the additional section added to split State Highway 21 reduced this number well below the benchmark standard. For county-trunk highway winter maintenance sections, Adams County's Highway Department is right on the average, with only Taylor and Green Lake counties approaching the 50 mile standard.

D. Comparative Pavement Ratings

Figure 5 above provided a summary of the 2005 WISLR pavement ratings for Adams County.

Figure 11 summarizes this information for the other comparable counties as well. As the table shows, Adams County has an above average pavement rating compared to the other five peer counties. Further, 71.3% of Adams County's county-trunk highways are rated good or above (ranking of 6 to 10) compared to the average of the other five counties of 67.9%, but has the highest percentage of county-trunk roads rated as very good or above (ranking of 8 to 10). It should be noted that the ratings in the WISLR system reflect only the condition of the pavement. The ratings do not reflect the overall condition of the roadway with regards to the underlying base, shoulders, or geometrics. It is a generally good measure of the attention to preventative maintenance on the road system, however.

E. Comparative Financial Benchmarks

To put the pavement ratings in some perspective compared to the investment the comparison counties make in its road systems, we also collected property tax levy and total expenditure information from each of the peer county highway departments. **Figure 12** shows a summary of the property tax levies for the highway departments as a percentage of total highway expenditures. While the 2005 property tax levy for highway operations in Adams County is nearly twice as large as the peer average, the total expenditures are over two-and-a-half times larger than the average for the other five comparison county highway departments. As the information shows, Adams County's percentage is the lowest for 2005 among the other five peer counties included in the analysis and is significantly lower than the peer average for the group. It should be noted however that Adams County's 2005 Highway Department expenditures include a large amount of construction related costs. In looking at the prior two years, the levy as a percentage of total expenditures averaged 51.6%, which is still below the peer average. In a comparable study performed in 2004 for a larger Wisconsin county highway department, we found that the average for the peers in that analysis was just over 35%.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 18

March 21, 2006

PASER

Rating

Surface

Rating Miles Percent Miles Percent Miles Percent Miles Percent Miles Percent Miles Percent Miles Percent

10 Excellent 12.38 5.5% 17.47 13.1% 21.31 9.3% 0.15 0.1% 0.00 0.0% 31.77 12.8% 14.14 6.5%

9 Excellent 13.41 5.9% 1.91 1.4% 37.39 16.3% 35.74 15.3% 12.86 5.4% 3.84 1.5% 18.35 8.5%

8 Very Good 88.21 38.9% 10.51 7.9% 23.24 10.2% 31.46 13.4% 40.82 17.2% 56.52 22.8% 32.51 15.0%

7 Good 0.45 0.2% 58.94 44.4% 16.82 7.3% 59.13 25.3% 60.83 25.7% 21.22 8.5% 43.39 20.1%

6 Good 47.17 20.8% 30.61 23.0% 7.77 3.4% 66.70 28.5% 65.74 27.7% 21.69 8.7% 38.50 17.8%

5 Fair	18.63	8.2%	11.15	8.4%	14.81	6.5%	40.94	17.5%	50.35	21.2%	39.18	15.8%	31.29	14.5%
4 Fair	19.12	8.4%	2.27	1.7%	18.24	8.0%	0.00	0.0%	6.42	2.7%	29.30	11.8%	11.25	5.2%
3 Poor	27.17	12.0%	0.00	0.0%	32.28	14.1%	0.00	0.0%	0.00	0.0%	42.80	17.2%	15.02	6.9%
2 Very Poor	0.00	0.0%	0.00	0.0%	36.34	15.9%	0.00	0.0%	0.00	0.0%	0.25	0.1%	7.32	3.4%
1 Failed	0.00	0.0%	0.00	0.0%	15.85	6.9%	0.00	0.0%	0.00	0.0%	0.00	0.0%	3.17	1.5%
Unrated	0.28	0.1%	0.00	0.0%	4.81	2.1%	0.06	0.0%	0.06	0.0%	1.79	0.7%	1.34	0.6%
Total	226.82	100.00%	132.86	100.00%	228.86	100.00%	234.18	100.00%	237.08	100.00%	248.36	100.00%	216.27	100.00%
	6.65	7.26	5.44	7.16	6.47	6.01	6.47							

Notes:

Source: Wisconsin Department of Transportation, Wisconsin Information System for Local Roads

Total

Overall Average

Adams County Taylor County Crawford County Green Lake County Juneau County Marquette County Peer Average¹

¹ Peer Average does not include Adams County.

Figure 11

Comparison of 2005 WISLR

Pavement Ratings

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 19

March 21, 2006

Figure 12

Highway Department Levy as a Percentage of Total Expenditures, 2005

County Highway Levy

Total Highway

Expenditures

Levy % of Total

Expenditures

Marquette \$1,713,579 \$2,237,281 76.6%

Taylor \$1,983,200 \$3,114,756 63.7%

Green Lake \$2,046,822 \$3,289,352 62.2%

Juneau \$2,103,476 \$4,842,261 43.4%

Crawford \$2,063,476 \$5,118,900 40.3%

Adams \$3,799,098 \$10,021,456 37.9%

Average w/o Adams County \$1,982,111 \$3,720,510 57.2%

Figure 13 shows a comparison of the ratio of the average highway department property tax levy for the past three fiscal years compared to the total number of county-trunk lane miles. This ratio was used since the tax levy for most highway departments is assessed to cover work on the county highway system since the state and other customers are billed time and materials for work performed.

Figure 13

Highway Department Property Tax Levy per County-trunk Highway Lane Mile

As the data indicates, Adams County consistently levies a higher amount of property taxes to support its highway department, but has a near average amount of lane miles to maintain. The average property tax levy for the Highway Department in Adams County is 93.9% higher than the peer average, although total county-trunk lane miles are only 5.6% over the peer average. The ratio of levy per county-trunk lane mile maintained for Adams County is the highest among the peer group, with only Crawford County approaching a similar level, and is 71.6% higher than the average for the other five counties.

County 2003 2004 2005

3-yr

Average

CTH Lane

Miles¹

Avg. Levy/CTH

Lane Mile

Adams \$3,653,606 \$3,542,995 3,799,098 \$ \$3,665,233 454.08 \$8,072

Crawford 2,189,665 \$ 1,996,510 \$ 2,063,476 \$ \$2,083,217 265.48 \$7,847

Green Lake 2,045,226 \$ 1,986,811 \$ 2,046,822 \$ \$2,026,286 457.72 \$4,427

Juneau 1,664,784 \$ 1,983,749 \$ 2,103,476 \$ \$1,917,336 468.48 \$4,093

Marquette 1,726,354 \$ 1,650,712 \$ 1,713,579 \$ \$1,696,882 474.56 \$3,576

Taylor 1,223,200 \$ 1,983,200 \$ 1,983,200 \$ \$1,729,867 484.28 \$3,572

Average w/o Adams County 1,769,846 \$ 1,920,196 \$ 1,982,111 \$ 1,890,718 \$ 430.10 \$4,703

Notes:

1 State of Wisconsin Department of Transportation Wisconsin Information System for Local Roads, "Lane Miles of

CTH - January 1, 2005 Certification (R-70) Lane Miles for 2004."

Property Tax Levy

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 20

March 21, 2006

V. MAINTENANCE & CONSTRUCTION OPERATIONS

A. Review of Operations

The primary goal of this study was to provide Adams County with an assessment of the Highway Department's operations as it relates to administration, maintenance, construction, and financial reporting. Specifically, the review was intended to evaluate the current resources being applied to accomplish the major functions of the Highway Department. Additionally, the review was expected to provide a general assessment of the ability of the Highway Department to potentially outsource some of its functions if feasible and cost effective.

This section of the report provides a general review of the major functions of the Highway Department, with recommendations to improve upon current services and delivery models. As indicated in the introduction to this report, we are focusing our attention on those areas that appear to provide the greatest opportunity for improvement. We have not taken time to address the Highway Department's performance or processes that are fundamentally sound.

The first step in evaluating the services performed by the Highway Department is to identify its mission and priorities. The mission of the Highway Department is to maintain a safe and efficient transportation system, with the provision of winter maintenance (snow and ice removal) being its number one priority. The maintenance effort of the Highway Department consists of the following activities, which constitute the core activities:

- Snow and Ice Removal
- Fleet Maintenance
- Road Reconstruction and Maintenance
- Right of Way Maintenance
- Culvert Installation and Maintenance
- Traffic Sign Maintenance and Replacement
- Pavement Marking
- Crack Sealing
- Chip Sealing
- Pavement Maintenance

To better guide the County Highway Department's decision makers, we have summarized the Department's programming of activities into three main functional priorities as follows:

1. Winter Maintenance: All activities involved with the removal of snow and ice for safe passage by the motoring public.
2. Roadway Maintenance: All activities involved in the prevention and preservation of the roadway. This would include patching, shouldering, sign work, chip sealing, and overlays. In addition reconstruction is classified as a maintenance type activity which includes milling, re-shaping, shouldering, and some types of ditch and culvert work.
3. Construction: The total removal and replacement of roadway pavement and base as required, and includes the widening of shoulders, storm water improvements, realignment for geometric improvements, and establishment of new cross sections.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 21

March 21, 2006

Any decision to modify operations, staffing, or organization of the Highway Department must

consider these priorities. Any decisions to consider outsourcing particular services of the Highway Department must clearly demonstrate how this alternative method of service delivery would support or augment the Department's overall prioritized functional responsibilities.

Winter Maintenance

The Highway Department is responsible for the winter maintenance of both state and county trunk highways and offers services to all Adams County towns based on a time and material basis. The priority with regard to winter maintenance operations is:

1. State-trunk Highways
2. County-trunk Highways
3. Town Roads

WiDOT dictates the level of service for winter maintenance for all State highways located within Adams County based on the County's Routine Maintenance Agreement (RMA). Winter maintenance priorities for the State highway system are based on WiDOT's analysis of average daily traffic (ADT) information. ADT is one of the primary criteria for determining a desired level of service on State trunk highways and is used to form the basis for the state's guidelines in prioritizing snow and ice control activities. The five categories established by WiDOT include:

1. Major urban freeways and most highways with six lanes and greater.
2. Highway volume four-lane highways (ADT greater than 25,000) and some four-lane highways (ADT less than 25,000) and some six-lane highways.
3. All other four-lane highways (ADT less than 25,000).
4. Most high volume two-lane highways (ADT greater than 5,000) and some two-lane highways (ADT less than 5,000).
5. All other two-lane highways.

Adams County has two state highways in category 4 (Highway 13 and Highway 21), and two in category 5 (Highway 23 and Highway 82). WiDOT guidelines on these highways call for an emphasis on plowing to maintain an open driving lane, with sensible salting on category 4 highways, but minimal salting on category 5 highways. Further, the state generally limits coverage to 18 hours per day during a storm event to provide an opportunity for operator recovery time. As a result, WiDOT generally recommends that plowing operations be performed between 4am and 10pm, with an understanding that there needs to be some ability to respond to emergencies during the hours that full coverage is not provided. The County receives funding from WiDOT based on the level of service required for winter maintenance and the total miles of state highways.

The priority used to determine which County roads are plowed first and/or the level of winter maintenance provided on the county trunk highway system is vested in the authority of the County's elected officials. Overall, the basic goal is to ensure passable roadways.

The Highway Department maintains a total of 14 winter plowing sections, five state-trunk highway sections and nine county-trunk highway sections. Eleven of the 14 winter maintenance sections are filled based on a voluntary sign-up system where routes are staffed based on seniority of those expressing interest. Three of the sections on the state-trunk highways are posted positions that are filled based on how management and the union have interpreted Section 3(c) of the collective bargaining agreement.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 22

March 21, 2006

While the Highway Department provides winter maintenance activities to local towns, there are not currently any dedicated staff or equipment assigned to these municipalities. Generally, the Department will perform snow and ice control based on the order municipalities requested service, but only after one or more of the state or county sections have been cleared. A further analysis of winter maintenance expenditures for local municipalities shows that the Highway Department primarily serves six towns on a consistent basis.

Figure 14 provides a summary of winter maintenance expenditures for the Highway Department over the past three years. As indicated, winter maintenance accounts for approximately 10% of

total Department operating expenditures and have increased 54.7% between 2003 and 2005, with much of the growth related to equipment and materials.

Figure 14

**Highway Department Expenditures for Winter Maintenance by Customer Type
2003 2004 2005**

State Highway Winter Maintenance

Regular Wages \$31,088 \$31,720 \$32,358
Overtime Wages 11,675 11,456 21,348
Fringe Benefits 23,989 30,220 45,357
Small Tools 1,755 1,854 2,477
Equipment 93,542 78,505 96,779
Materials 1,397 108 2,407
Other Operating Expenses 11,693 71,559 23,132

Total State \$175,138 \$225,423 \$223,857

County Highway Winter Maintenance

Regular Wages \$56,004 \$65,727 \$75,650
Overtime Wages 23,168 21,341 35,605
Fringe Benefits 44,534 60,418 93,149
Small Tools 3,204 3,736 5,110
Equipment 141,919 152,812 221,863
Materials 145,598 137,123 247,734
Other Operating Expenses (3,698) (21,819) 159

Total \$410,728 \$419,338 \$679,270

Local Municipal Winter Maintenance

Regular Wages \$14,635 \$14,594 \$13,261
Overtime Wages 8,587 10,123 18,126
Fringe Benefits 13,086 16,627 25,444
Small Tools 931 1,057 1,421
Equipment 50,223 52,527 67,563
Materials 38,495 35,177 72,474
Other Operating Expenses 324 172 281

Total Local \$126,281 \$130,276 \$198,570

TOTAL WINTER MAINTENANCE \$712,147 \$775,037 \$1,101,698

Percent of Total Operational Budget 10.2% 11.1% 11.0%

Source: Highway Department CHEMS General Ledger Report and 2005 Audit Entries.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 23

March 21, 2006

It is common for highway and public works related organizations in the northern areas that receive a fair amount of snow each winter to staff based on their needs for winter maintenance. Highway Departments in Wisconsin are not unique in this aspect. As the peer county benchmarks indicate, Adams County is adequately staffed on the county-trunk highways where it has a lane mile per winter section ratio of 50.5. This compares favorably to industry standards which generally consider sections of 50 lane miles to be a reasonable length for most winter maintenance activities. On the state-trunk highways, the County's ratio of 36.8 lane miles per section is below this standard and below the peer average. While the County had maintained five winter sections in the past, recent winter maintenance activities have been performed based on only four sections. The increase back to five winter sections on the State highway system was made to improve the safety of the roadway conditions on Highway 21 west and Highway 13. The County and WiDOT noted an increase in accidents during winter storm events due to the geographic sections of the highway (e.g., hills and curves) and determined an additional section was warranted. If the ratio of lane miles per section were based on four state highway winter plowing routes, Adams County would have 48 lane miles per section. While snow and ice control is one of the highest profile activities that a highway department performs, the fact that this represents just over 10% of the entire operation needs to be balanced appropriately when determining an adequate staff size. Other factors need to be

emphasized as well, including the amount of preventive maintenance on the roadway system during the vast majority of the periods of the year when snow is not falling.

Recommendation #1: The Highway Department should continue to evaluate the most optional number of state-trunk highway winter maintenance sections that are needed to meet service and safety needs. While the industry standard of 50 lane miles per section should be the goal, other factors related and safety also need to be considered. No changes should be made to the number of county-trunk highway sections.

Non-winter Maintenance

In addition to winter maintenance, the County Highway Department is responsible for maintaining state and county highway pavement surfaces and right of way. The Department's main objective with regard to pavement maintenance is to improve the ride of the surface and obtain the maximum life expectancy out of the pavement. These services include crack sealing, seal coating, pavement rehabilitation, and reconstruction. Additionally, non-winter maintenance activities include roadside mowing and brush control to reduce sight distance obstacles and trim roadside trees (although the later is often performed in winter months). The Adams County Highway Department has also focused a great deal in recent years on pavement marking for WiDOT. The Highway Department is also engaged in repair and replacement of signs and maintaining and installing culverts.

The Highway Department's crews have also frequently been used to support construction type activities for the purpose of reducing costs on certain projects which are primarily built by private contractors. While attempting to make projects more cost effective for the County, separating off certain parts of jobs and using Highway Department employees instead means that those same employees are then not available to perform the normal maintenance activities required to keep the pavement and roadways at the level which they are currently at. The Highway Department has 2080 hours of available time minus vacation, sick leave, and holidays for employees. The challenge for the Department's management is how to maximize those hours to the best value for the County. This question is at the crux of the issue for the Highway Department in terms of how it sizes and manages its work force. An example of this question is determining the value to the County of maintaining the pavement marking contract with WiDOT.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 24

March 21, 2006

Activity
Activity
Expenditure
Adams
County
Portion
% Adams
County
Activity
Expenditure
Adams
County
Portion
% Adams
County
Activity
Expenditure
Adams
County
Portion
% Adams
County

Pavement Marking	\$638,583	\$71,245	11.2%	\$630,412	\$78,565	12.5%	\$651,451	\$64,260	9.9%
Signing	221,371	201,833	91.2%	187,002	170,401	91.1%	288,295	267,576	92.8%
Shoulder Maintenance	349,058	306,353	87.8%	328,242	311,511	94.9%	247,206	197,198	79.8%
Brushing	166,668	119,988	72.0%	219,560	183,679	83.7%	209,998	167,058	79.6%
Milling	86,449	17,599	20.4%	102,979	50,595	49.1%	137,677	69,149	50.2%
Crack Sealing	357,338	220,118	61.6%	117,203	57,981	49.5%	61,878	10,445	16.9%
Seal Coating	396,785	260,538	65.7%	247,742	209,106	84.4%	37,555	0	0.0%
	\$2,216,252	\$1,197,674	54.0%	\$1,833,140	\$1,061,838	57.9%	\$1,634,060	\$775,687	47.5%

Figure 15 shows some of the more significant non-winter maintenance activities performed by the Highway Department. As the information shows, pavement marking has been among the most provided activity by the Highway Department, although only 12% or less of the work has been performed on Adams County roadways.

Figure 15

Summary of Highway Department Expenditures by Selected Activity

Of the activities shown in the figure, approximately 50% have been performed on county-trunk roads in Adams County. The remaining have either been provided on state-trunk highways, or for other customers of the Highway Department (e.g., local towns, neighboring counties, etc.). The Highway Department must find a better model for computing the value to the County for performing work outside of Adams County. The development of a business model for a new piece of equipment or service which will be paid for by contracting out to other counties and WIDOT must be based on a more thorough process that determines the value and overall impact to Adams County as well as the impact on the Highway Department's ability to maintain its own county-trunk highway system. This is one of the basic steps which the Highway Department should consider in reviewing and determining its core activities. In the end, the key question should be, "Does the County want to risk its resources in purchasing equipment or devoting staff that could be used for other core activities or in reducing its property tax levy? It is important that the Highway Department prioritize its efforts to ensure that it maintains a satisfactory road system for County taxpayers. As such, activities such as pavement marking which provide utilization for employees and equipment, but are provided primarily on noncounty-trunk roads, may take away from more important preventive repair and maintenance on county-trunk roads. Other examples such as milling, which utilizes a pavement reclaimer that the Highway Department invested in several years ago, are again provided on primarily noncounty trunk roadways as the in-County utilization would not be great enough to justify this equipment's purchase.

A sampling of vehicle utilization noted several units of the Highway Department's fleet which lack

generally accepted standards for operation based on:

- 750 miles per month average for light administrative vehicles.
- 500 miles per month average for non-special heavy trucks.
- 25 hours per month average for heavy construction equipment and special trucks.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 25

March 21, 2006

Figure 16 provides a summary of utilization for selected Highway Department vehicles and equipment. The Highway Department has purchased several pieces of equipment in support of various activities that appear to not have been in the County's best interest. Several examples of these pieces are the Mulcher (unit #78) with 18.5 hours; Utility Tractor (unit # 286) with 21 hours; and Sterling Sweeper (unit #185) with 51 hours. Utilization of this type of equipment is an indicator of the lack of focus on the Highway Department's core activities.

Figure 16

Highway Department Utilization for Selected Vehicles & Equipment

Unit # Description Total Cost Units Revenue

Net

Revenue/(Loss)

593 Hydraulic Concrete Breaker	\$2,915.00	14.0	\$233.24	(\$2,681.76)
78 Vermeer Mulcher	3,965.64	18.5	654.69	(3,310.95)
286 Utility Tractor	2,324.80	21.0	379.36	(1,945.44)
525 Concrete Disk Saw	3,057.00	22.0	779.24	(2,277.76)
100 V-Box Spreader	8,068.22	47.5	1,003.20	(7,065.02)
185 Sterling Ford Truck/Sweeper	15,086.26	51.0	3,352.74	(11,733.52)

21 Chevrolet Fleetside 2,204.41 65.5 758.49 (1,445.92)
 86 Chip Spreader 20,264.17 72.0 11,956.32 (8,307.85)
 295 Case Tractor - Loader 9,126.87 104.5 4,853.63 (4,273.24)
 99 Air Compressor/Ingersoll 3,210.33 126.5 1,863.27 (1,347.06)
 397 Caterpillar Grader 11,213.46 134.0 7,006.86 (4,206.60)
 299 Case 590 Tractor/Backhoe 12,610.48 137.5 4,858.25 (7,752.23)
 38 Attenuator (Trk 37) 3,997.96 151.0 1,108.34 (2,889.62)
 398 Caterpillar Grader 26,254.20 154.0 8,206.04 (18,048.16)
 665 Badger Cruz-Aire 56,002.81 194.5 10,374.63 (45,628.18)
 410 Hydraulic 15' Mower (Bat) 22,616.58 208.0 4,376.32 (18,240.26)
 151 Mack Semi Truck 13,900.39 223.5 8,455.42 (5,444.97)
 287 Case Tractor 14,956.74 247.5 11,468.25 (3,488.49)
 26 Chevy Crew Cab 6,156.27 249.0 3,062.38 (3,093.89)
 15 Dodge Pick-up 8,516.38 260.5 2,753.92 (5,762.46)
 291 Caterpillar Tractor-Loader 32,310.45 267.5 12,351.25 (19,959.20)
 440 Vermeer Chipper 14,878.10 271.5 6,982.74 (7,895.36)
 147 International 6yd Truck 27,590.74 273.5 7,740.51 (19,850.23)
 153 Peterbilt Semi Tractor 20,108.33 288.0 10,953.19 (9,155.14)
 136 International 6yd Truck 21,576.54 291.5 8,324.06 (13,252.48)

Source: Highway Department CHEMS Operations of Machinery and Equipment Report.

Low utilization rates for high cost equipment only deprives the Highway Department of funds which it could put to better use. Equipment purchases should be based on how the item can be utilized to support the mission of the Highway Department to maintain the state and county road systems within Adams County. Equipment where internal usage cannot justify its cost should be avoided. Further, staffing needed to operate this equipment increases the overall burden on County property taxpayers since they are not fully utilized on these activities and therefore are assigned to "non-billable" activities that could be provided with fewer overall in-house resources if staff were not devoted to non-core functions.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 26

March 21, 2006

Recommendation #2: The Highway Department should develop a better business model for determining the true cost and revenue available to the Highway Department since with few exceptions, the cost of performing these services for non-County customers rarely provide enough subsidy to cover their full cost of operation. The County should base new or replacement equipment purchases on whether it will or will not support the core activities of the Highway Department. Those items that do not support core functions, do not cover the full cost of operation, or require additional staff to operate should be avoided.

Recommendation #3: The Highway Department should take a more active role in evaluating the annual utilization of vehicles and equipment. Low utilization items that are needed to perform activities only a few times per year should be considered for potential rental agreements as opposed to the County owning the equipment.

Alternatively, the Highway Department could consider outsourcing these activities that require specialty equipment. If leasing is the preferred method, the County should revisit its current policy of requiring full County Board approval for rentals that exceed the term of the current members. This policy (Rule 16(3) County Contracts & Lease Agreements) could limit the Highway Department's flexibility in obtaining the most favorable lease terms if the equipment is needed for an extended period of time.

In recent years the County began to fund road construction activities through the issuance of bonds. Prior to that time, road construction costs were paid out of levy funds each year. While the decision to move to funding these activities through bonding created opportunities for a more stable source of revenue based on a planned level of construction work and borrowing, it also transferred some of the focus on the Highway Department's expenditures for staff, supplies, materials, and equipment that had previously been covered through levy dollars.

As indicated, the County needs to identify the most appropriate programming policies to ensure that a preventive maintenance plan is in place for the county-trunk highway system. This plan is likely to contain a mix of pavement maintenance activities as well as pavement rehabilitation and reconstruction activities. As the County evaluates its options on how these services are to be provided, however, it is important to note that this will create opportunities for a slight reduction in current staffing levels. The report does stress the need to ensure that in-house resources are utilized to promote the Highway Department's operational and functional priorities.

The investment in reconstruction of roadways has been significant in recent years, and from all reports has improved the overall quality of county-trunk highways in Adams County. In the longterm,

however the County will need to rebalance its investment in bond funded projects with property tax levy funded non-construction related maintenance.

The Highway Department does prepare a five-year plan for both major pavement maintenance and road reconstruction projects. These plans need to be combined with the annual budget development process for the Highway Department to set a clear operational vision for work priorities that are integrated with short- and long-term financial planning. Furthermore, since much of the activities in these major project areas are funded primarily through the property levy, they should be clearly integrated into the county's overall budget process to ensure that appropriate priorities are measured against each other.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 27

March 21, 2006

Recommendation #4: The County should ensure that it adequately funds the costs of an effective preventive maintenance program for its roadways as it reduces its in-house capabilities to perform construction type activities, and instead continues to contract for more of these functions. The Highway Department should incorporate its short- and long-term capital and maintenance plans with its annual preventive maintenance plans to better allocate resources.

There are currently seven full-time Operator II positions that are not formally part of the winter maintenance program. These individuals serve as back-up for vacations and other leave. If winter maintenance is the number one priority and the basis for organizing the structure of the Highway Department, then field workers who are full-time and not needed for winter maintenance positions are in effect under utilized staff which is a financial drag on the organization. Any full-time positions that are not actively involved in core activities on a yearround

basis must be closely evaluated to determine their value to the organization, especially in times of more limited revenues. The Highway Department does utilize one of these positions nearly full-time on sign-related functions, and needs an adequate level of positions to provide adequate back-up, however we believe the County could reduce staff without reducing current service levels.

Recommendation #5: The County should reduce its authorized staffing for Operator II positions from the current 21 FTE (including Leadworker positions) to 18 FTE. One of the reduced positions is currently vacant due to a retirement. The remaining two positions can be reduced without major impacts to the level of service currently provided. These reductions will require management to refocus on core functions, and to more effectively coordinate and synchronize these activities with available staffing. Additionally, it may require a more formalized work planning process that will allow Department Management to better align staffing needs, requests for leave, and project priorities. If an urgent project requires additional capacity to what the County has available on staff, the more cost effective measure would be to contract with outside vendors for equipment and personnel. Alternatively, the County could retain additional seasonal, part-time employees to perform activities that do not required individuals to

operate heavy machinery or specialized equipment.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 28

March 21, 2006

B. Maintenance & Construction Supervision

As the Highway Department adjusts its operations and crew size to focus on core maintenance functions that benefit the taxpayers of Adams County first, there is also a need to ensure that the management and supervisory structure of the outside crews is adequate. The Highway Department has a total of three authorized supervisory positions responsible for managing the workload of the various crews, including the Patrol Superintendent, Engineer Technician/Assistant Patrol Superintendent, and Sign and Marking Supervisor.

Since late October, the Department has been operating with a vacancy in the Patrol Superintendent position due to a retirement. The responsibilities of this position have been assumed by the Engineer Technician/Assistant Patrol Superintendent, with assistance from the Sign and Marking Supervisor. If implemented, Recommendation 4 would leave the Highway Department with a total field crew of 18. The overall span of control with the two remaining supervisory positions would be adequate to manage this operation.

Recommendation #6: The County should eliminate the vacant, full-time Patrol Superintendent position.

Recommendation #7: The County should transfer the duties formally performed by the Patrol Superintendent to the Engineer Technician/Assistant Patrol Superintendent and re-title the position as Patrol Superintendent. This position would retain the duties related to engineering work previously performed.

The Sign and Marking Supervisor is generally responsible for five individuals involved with the pavement marking activities in the summer and year-round sign repair and replacement. With the retirement of the former Patrol Superintendent, this individual has assumed a more active role in managing the daily activities of the field crews under the Engineer Technician/Assistant Patrol Superintendent. This broader level of responsibility should be recognized by eliminating the job specific title of the current position.

Recommendation #8: The County should re-title the Sign and Marking Supervisor to Assistant Patrol Superintendent and have the position report directly to the Patrol Superintendent.

In a small organization, such as the Adams County Highway Department, many intangible factors can influence the performance of the Department. The local culture, the individual capabilities of managers and supervisors, union leadership, labor/management relations, and history of the Department can all have an effect on the way practices, processes, and procedures become part of the normal way of doing business. While conducting this review it is apparent to the study team that certain issues should be addressed.

Communication is often an issue that is an easy topic to complain about but is frequently difficult to address. Effective communication requires trust and clear identification for the roles everyone plays in the organization. During our fieldwork, the project team noted that there was a large discrepancy between how union and management viewed the quality of the Department's supervisory team. While the Highway Department was fortunate to have a Patrol Superintendent that served in that role for over 14 years, but who had over 37 years total in the organization, his retirement left a perceived void. It is important that the Highway Commissioner

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 29

March 21, 2006

takes steps to clearly indicate his support of the capabilities of the remaining supervisory team and provide them with the tools necessary for success. While it will take some time to develop the same level of operational knowledge the County can take steps to develop their supervisory skills.

Although training necessitates staff time away from work as well as added costs of travel, registration, etc., we believe that well-trained management personnel are worth the investment.

The management and supervisory team should be as knowledgeable in the most current best practices in the area of project management, employee relations, and administrative workings as they are in the day-to-day functional areas they are responsible for overseeing.

Recommendation #9: The Highway Department should develop training plans to ensure that the new Patrol Superintendent and proposed Assistant Patrol Superintendent obtain the knowledge necessary to manage the employees and operations under their control. At a minimum, the Department should budget 20-24 hours per year in supervisory skills training and reinforcement, and a similar amount in developing operational skills (e.g., attendance at state association meetings).

Another danger in a small organization is the way rules and regulations are applied. It is very easy in a small operation to have the appearance of favoritism. Consequently, consistency is critical in the development of trust and building of moral in any group or team effort. The Department has faced several grievances that have hindered the effectiveness of the operations of the Highway Department, and reduced the level of trust between the union and management. This has led to a series of memorandums from the Highway Commissioner clarifying work rules or addressing issues. There is no formal policies and procedures manual that compiles all of these in a formal document. Effective communication and teamwork are not only the responsibility of management. Union members and its leadership need to play a constructive role in helping to guide the operations of the Department. Management has the responsibility to set clear expectations and parameters for how the Department should function, but the means for getting there should be more collaborative.

Recommendation #10: The Highway Commissioner should create a representative team of union and management positions to develop a formal policies and procedures document that will clearly state all work rules and practices that are to be followed by all employees. Once developed, this document should be distributed to all employees.

Our fieldwork also indicated that there was an inconsistent means by which employees could raise issues to Department management. While the Department did utilize a suggestion box for a period of time, this was eliminated when the Highway Commissioner felt that employees were using this more as a format to complain. There is a slight difference in perception between one viewing a comment as a complaint versus a constructive criticism or suggestion. While the Highway Department is not so large that employees should not feel comfortable going to managers and supervisors with their concerns, there are benefits to having a more open discussion on a periodic basis. The Department has a daily opportunity to meet with employees when crews are deployed in the morning, but this does not always provide the appropriate forum for a discussion on overall operations. Additionally, some employees are more comfortable expressing concerns to management than others.

We also understand that the Highway Department does have quarterly training meetings focused on safety related issues and provides time for staff discussion regarding operational concerns. As noted above, communication needs to be a "two-way street" when management openly accepts feedback from employees, and employees feel input is seriously considered.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 30

March 21, 2006

Recommendation #11: The Highway Commissioner should continue to encourage opportunities to obtain employee feedback as part of formal Department-wide staff meetings or informal one-on-one meetings. The key is to foster an environment where employees and management have an opportunity to discuss issues and concerns in a constructive and open way. For those items that might require a more formal response, the Highway Commissioner should institute a practice of responding in writing. This will allow an opportunity to explain the reasoning behind a discussion and reduce the chance that a verbal response can be miss-interpreted.

C. Town Maintenance

As noted in the financial overview earlier, an average of less than 5% of the Highway

Department's total operating expenditures have been devoted to maintenance on municipal roads within Adams County in the past three fiscal years. **Figure 17** provides a summary of Highway Department expenditures by function for local municipalities within Adams County for 2003, 2004, and 2005. This information shows that winter maintenance is the largest activity provided by the Highway Department for local municipalities, increasing from under 30% in 2003 to nearly two-thirds of all activity in 2005. With the exception of 2003, when seal coating represented 25% of all activity performed for local municipalities, material sales has been the second most common item.

Figure 17

County Highway Department Road Maintenance Expenditures by Activity

Activity \$ % \$ % \$ %

Winter Maintenance \$126,281 29.7% \$130,276 57.1% \$198,570 64.4%

Materials 74,691 17.5% 27,309 12.0% 49,073 15.9%

Signs 15,250 3.6% 13,852 6.1% 17,198 5.6%

Culverts 4,833 1.1% 13,971 6.1% 13,795 4.5%

Seal Coating 106,497 25.0% 7,899 3.5% 0 0.0%

Noxious Weed Control 38,257 9.0% 313 0.1% 0 0.0%

All Other 59,966 14.1% 34,390 15.1% 29,469 9.6%

Total \$425,775 100.0% \$228,010 100.0% \$308,105 100.0%

Source: Highway Department CHEMS General Ledger Report and 2005 Audit Entries.

2003 2004 2005

The results of our survey of the County's municipal officials suggest that the Highway Department's prioritization of snow plowing routes is a significant issue for residents. Additionally, municipal officials who responded to the survey were concerned with the cost of contract services provided by the Department. These issues are key in determining the level of effort the Highway Department should devote to work for local municipalities. Given limited resources (financial and personnel), the Highway Department must prioritize its activities to those where it either has primary responsibility (e.g., county-trunk highways), or where the activities are provided through a contractual relationship (state-trunk highway system). Furthermore, considering that local municipal work accounts for such a small percentage of the Highway Department's overall activities, the allocation of resources devoted to such work should be considered only when capacity exists among available staff. **Figure 18** shows the total expenditures by municipality for the past three years. As the figure shows, while all local municipalities within the County accounted for some level of activity, the top five municipalities account for approximately 60% of all local municipal work, and three towns consistently rank in the top five (highlighted).

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 31

March 21, 2006

Figure 18

Total Highway Department Expenditures by Municipality

Municipality \$ % \$ % \$ %

TOWN OF NEW CHESTER 71,268 16.74% 39,521 17.33% 47,706 15.48%

TOWN OF JACKSON 41,369 9.72% 31,665 13.89% 46,934 15.23%

TOWN OF SPRINGVILLE 20,200 4.74% 19,120 8.39% 36,716 11.92%

TOWN OF LINCOLN 15,532 3.65% 17,928 7.86% 29,240 9.49%

TOWN OF ADAMS 76,552 17.98% 19,618 8.60% 28,271 9.18%

TOWN OF PRESTON 9,999 2.35% 12,747 5.59% 21,337 6.93%

TOWN OF NEW HAVEN 11,716 2.75% 14,112 6.19% 19,724 6.40%

TOWN OF LEOLA 53,716 12.62% 20,758 9.10% 19,211 6.24%

TOWN OF DELL PRAIRIE 6,125 1.44% 5,025 2.20% 12,240 3.97%

TOWN OF ROME 4,801 1.13% 600 0.26% 7,657 2.49%

TOWN OF EASTON 3,252 0.76% 9,074 3.98% 7,394 2.40%

VILLAGE OF FRIENDSHIP 10,570 2.48% 2,974 1.30% 6,975 2.26%

TOWN OF STRONGS PRAIRIE 5,241 1.23% 5,221 2.29% 5,285 1.72%

TOWN OF MONROE 46,575 10.94% 4,094 1.80% 5,158 1.67%

TOWN OF BIG FLATS 3,404 0.80% 5,708 2.50% 3,656 1.19%
 TOWN OF QUINCY 1,588 0.37% 5,998 2.63% 3,322 1.08%
 CITY OF ADAMS 5,766 1.35% 1,977 0.87% 3,076 1.00%
 TOWN OF RICHFIELD 1,773 0.42% 1,218 0.53% 2,525 0.82%
 TOWN OF COLBURN 36,329 8.53% 10,653 4.67% 1,677 0.54%

Total 425,775 100.00% 228,010 100.00% 308,105 100.00%

Top 5 Municipalities 289,480 67.99% 130,682 57.31% 188,868 61.30%

Source: Highway Department CHEMS General Ledger Report and 2005 Audit Entries.

2004 2005 2003

Some Wisconsin county highway departments have established a policy that they will only do work for local municipalities if they sign a maintenance agreement that guarantees a minimum amount of work during the fiscal year. These funds can be spent on winter maintenance activities or general maintenance activities. These contract arrangements help the highway departments gauge their workload and associated staffing needs since they provide a guaranteed funding source to cover employee costs year round. In other counties, they have not established such arrangements and the highway departments either do not provide support for local towns, or do so only on a request basis as is done in Adams County. This latter method makes it difficult to plan for staffing and equipment resource needs, and can lead to some of the concerns regarding prioritization noted by municipalities in the survey. It also leads to local municipalities making annual decisions to use or not use the highway department depending on the work they need performed or the budget they have available. Again, this makes it difficult for the Highway Department to plan for staffing and work assignments.

Recommendation #12: The Highway Department should move to establish a maintenance agreement with local municipalities for any winter or general maintenance activities to be performed by County staff. The agreements should be based on a guaranteed amount of money based on the number of lane miles of road in the municipality. While the Highway Department could provide services to municipalities that do not sign these agreements, this should be limited to emergency situations or those cases where there is availability of County staff that are not needed to perform maintenance on either the state or county highway systems.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 32

March 21, 2006

D. Seniority Rights & Positing Procedures

In conjunction with the operations review of the Adams County Highway Department, we reviewed Section 3 of the collective bargaining agreement between Adams County and AFSCME, AFL-CIO Local 323 which addresses seniority rights issues. During the course of our work, we identified several issues with how the language in this section of the union contract has been interpreted to compensate and post to positions. Section 3 reads as follows:

SECTION 3- SENIORITY RIGHTS

- a) It shall be the policy of the Employer to recognize seniority. Seniority shall be based upon an employee's last date of hire.
- b) In reducing the employee personnel, the last person hired shall be the first person laid off and the last person laid off shall be the first person rehired providing, however, that the remaining personnel are capable of performing the available work.
- c) Whenever a new job or vacancy occurs, it shall be promptly posted on the shop bulletin board for a period of five (5) working days. The employee bidding with the greatest seniority, who can qualify, shall be given the job; however, an employee must have served at least one (1) year in his/her present classification before he/she will be considered for a new position. (This shall not apply to the truck driver-common labor classification.) Employees entering new positions or vacated positions through the job posting procedure that do not qualify or feel that they cannot qualify, within thirty (30) working days, shall return to their previous job at their previous rate of pay.
- d) If there is any difference of opinion as to the qualification of an employee, the Union

Committee may take the matter up for adjustment under Section IV, Grievance Procedure.

e) When objections are made by the Employer regarding the qualifications of an employee to fill the position, such objections shall be presented to the Union Committee for consideration.

f) Any employee who quits, an employee who is off the payroll for a period of twenty-four (24) months, or an employee who is discharged except those reinstated under Section IV, shall lose all prior seniority rights.

g) Summer Help employees will not earn seniority or be entitled to any rights based on seniority.

In general the purpose of a seniority rights clause in a union contract is to create a preference for filling vacancies with those employees within a bargaining unit or department who have the most seniority and are qualified for the position to be filled. In the past, the language of the contract, specifically in paragraph (c), has been interpreted to mean the following:

1. When a vacancy occurs as a result of a termination or the creation of a new position, the vacancy is filled by the most senior qualified person within the bargaining unit.

2. When a new job, new method of doing things or new equipment is implemented, the most senior qualified employee, at his or her option, is assigned the new job, method or equipment.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 33

March 21, 2006

The first interpretation is appropriate and common in public sector union contracts. Although the language should be clarified to specify that employees have the right to bid on vacancies “*within the bargaining unit,*” since the current language does not specify for what positions seniority applies. Some may try to insist that it applies to positions outside of the bargaining unit, such as management positions. That would be an unusual interpretation and not likely the intent in this case.

With regard to the second interpretation, management has been using seniority for many years to assign “new methods and equipment” on a seniority basis. Unless there are specific bargaining notes to support this interpretation, this would be an unusual interpretation of seniority language. Normally the term “new job” means that an additional authorized position has been created and thus has opened a vacancy that needs to be filled. Additionally a vacancy can occur when an employee retires, resigns, or is terminated. In these cases, the seniority rights clause in the collective bargaining agreement would apply to the posting process. This is clearer when one considers the term “new job” in the first sentence of paragraph (c) with the last word in the parenthetical sentence which is “classification”.

Exhibit A of the collective bargaining agreement includes five classifications of employees.

Within these classifications are types of job responsibilities that fall into each. These job responsibilities have been interpreted by the union and Department management to represent classifications and has resulted in a system where employees post to specific job functions (e.g., Mechanic, Partsman, Patrolman, Signman) or specific pieces of equipment (e.g., Dozer, Shoulder Maintainer, End Loader, Backhoe, Travel Plant, Scraper, Roller, Tandem Truck Driver, Tri-axel Truck Driver, Highway Mower, Grader/Crawler), rather than the job classifications.

The position descriptions that have been created for the Highway Department include four primary job titles for the outside crew. These positions include:

- Crew Leadworker
- Class II (Other than Mechanic or Parts-person)
- Truck Driver/Common Laborer
- Patrolman Helper

The Crew Leadworker is a Class I position in the Highway Department's compensation structure and while it is a represented position, has historically been assigned by management rather than following the interpreted posting process. The Truck Driver/Common Laborer and

Patrolman Helper job titles are Class III positions, but are not frequently filled based on the current posting procedures. These job titles have not created any operational issues for the Department.

Unlike the positions noted above however, the interpretation of what defines a vacancy in the Class II classification has been more problematic for the Highway Department because job posting has been done based on specific duties or equipment assignments. The job description for these positions does not make any reference to these specific job functions or equipment assignments. In fact, the job description for the Class II job title is very similar to that for the Truck Driver/Common Laborer and Patrolman Helper job titles with the exception of two main principle duties and responsibilities. Specifically, the Class II job title states that employees in this position may be required and assigned to "Operate heavy equipment, trucks and other maintenance equipment for the maintenance and construction of State, County and Town Roads." The job description makes no differentiation to specific pieces of equipment.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 34

March 21, 2006

This interpretation for how the Class II positions have been posted and filled in the past limits management's ability to effectively utilize its staff resources in the most effective way based on the job, equipment needs, and operator qualifications. The job description states that the Class II positions operate heavy equipment, but do not specify what equipment. The Highway Department has various types of heavy equipment that it utilizes to perform its maintenance and construction activities. The operation of that equipment should not necessarily be assigned to the most senior employee, since this is not a "job" but simply a tool to do the job. Highway Department management should have the flexibility to assign qualified employees to jobs based on the work to be performed. If one individual is a more experienced operator of a particular piece of equipment, the Department should have the ability to assign work based on this fact and not because someone has seniority and posted to that item.

The current posting process has also been interpreted by management to mean that the only way it can eliminate an authorized full-time employee is to eliminate a piece of equipment that individuals can post to. This also limits the ability of management to determine the most efficient means of providing services. The equipment purchased by the Department should not be based on how employees will be assigned to it based on an interpretation of a union contract, but rather based on what is necessary to perform its work responsibilities.

Recommendation #13: The County should discontinue the practice of interpreting the collective bargaining agreement to read that specific job duties or equipment assignments are posted positions, and instead assign individuals simply to one of the classifications in Exhibit A (e.g., Class I, Class II, Class III, Class IV, or Class V). Jobs should be assigned based on an employee's qualifications and expertise to perform certain activities or operate certain pieces of equipment within a classification.

Unions often argue past practice on issues of contract interpretation and administration when management tries to change prior contract interpretations. The Seventh Circuit of the United States Court of Appeals has ruled that when new management has been hired, it can make substantive changes under the "new broom" philosophy without necessarily violating past practices, where an error in interpretation or application of a contract has been discovered. Furthermore, The Wisconsin Employment Relations Commission (WERC) has generally concluded that implied terms should not rewrite contracts. If management gives notice of termination of the above practice at the end of a current contract (i.e. when successor contract negotiations begin) the union would have to bargain the matter. One caveat is if the union can demonstrate in past bargaining notes that this was the specific intent of this language. If that is the case, the practice would have to be continued until new language is negotiated at the bargaining table.

Recommendation #14: If the County is unsuccessful in changing the current interpretation of the collective bargaining agreement related to the posting process for

filling “job vacancies,” it should adjust its classifications and compensation to reflect the various job titles.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 35

March 21, 2006

The Highway Department does not have a system for evaluating the qualifications of its employees with regard to equipment operations. Developing a system to test the capabilities of employees is critical if the current posting procedures continue. While the collective bargaining agreement indicates that “the employee bidding with the greatest seniority, *who can qualify*, shall be given the job...” (emphasis added), management has no process in place to determine whether an employee qualifies. The only limiting factor is the statement in section 3c) stating that “employees entering new positions or vacated positions through the job posting procedure that do not qualify or feel that they cannot qualify, within thirty working days, shall return to their previous job at their previous rate of pay.”

Although employees should have the ability to decide they do not want to remain in a position they do not feel they can perform, it should not be at their sole discretion. Management must play a role in this process, utilizing measurable objectives that gauge an individual’s ability to operate a piece of equipment or perform a specific job function. While an individual may be able to run a piece of equipment, they may not be efficient operators of the equipment. Again, management should have the ability to assign the most qualified individual to a job or piece of equipment. While this is also an issue in the Shop for the mechanic positions, this is discussed later in this report.

Recommendation #15: Whether the County is successful in changing the current posting process or not, it should develop a system to test an individual’s proficiency at operating any equipment that they may be assigned to. If the current procedures continue, the testing system established must provide flexibility to assess qualifications outside of the 30-day window in situations where a job posting opens and is filled, but the equipment may not be used during that time. For example, if the “Roller Operator” position opens in the winter and is filled, but that equipment is not going to be utilized for several months, provisions should be made to allow management to assess qualifications at the appropriate time when the equipment can be used, unless another system is established to measure ability. Furthermore, the Highway Department should utilize this testing system as part of its pre-employment screening. Although obtaining a CDL is a key part of the qualification for a position in the Highway Department, the Department must be sure that its employees meet the standards of operation for Adams County.

E. Department Business Functions

In order for the Highway Department to function effectively and efficiently, the support provided by the business office needs to be enhanced. In any organization, the strength of the overall operations can be greatly enhanced or impaired by the level of effectiveness of the various business functions. These general functions include:

- Fiscal services (accounting, financial management and reporting, budgeting, purchasing, payroll)
- Human resource (HR) management (provided centrally by Corporation Counsel/Personnel Office)
- Information systems support (provided centrally by Management Information Systems Department)
- Support services (clerical support, reception function, etc.)
- Management analysis

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 36

March 21, 2006

The challenges to coordinating the Highway Department’s business functions and providing

adequate support to the Highway Commissioner have been many. While some are related to union issues, others are attributable to system and organizational barriers, including:

- Lack of completely integrated financial information between the County's general ledger system and the Highway Department's CHEMS system.
- Lack of budgetary detail at a level sufficient to properly inform county administration and elected County Board members of how resources are being utilized.
- Lack of comprehensive financial reports comparing budget to actual expenditures for all business units throughout the year to help management better monitor financial conditions.

Overall, the Highway Department does not have the appropriate level of staff qualifications to effectively manage a nearly \$7 million operation. While this study is not a performance evaluation of individual staff, we did note concern with the lack of advanced education with the Office Manager position. While experience can provide some benefit to the Department, the overall ability to perform more detailed financial analysis is limited. Current job qualifications for the Office Manager and Account Clerks require only a high school education. Additionally, the Office Manager position states the minimum training and experience should include "three (3) years of bookkeeping experience, preferably including accounts payable and receivable, governmental accounting, and general bookkeeping."

The office staff's current role is centered on routine functional responsibilities such as reception, processing daily employee time and fuel sheets, processing invoices, processing billings to clients, and program reporting. The complexity of a budget the size of the Highway Department's, with state and local funding sources requires a higher level of knowledge and specialization. The key is to find the appropriate mix of staff able to handle routine processing of financial data with more technical fiscal skills and finally some advanced knowledge of Department functions to perform financial analysis.

Additionally, since both office positions are in the union, the Highway Commissioner has no one to rely on in situations where confidentiality is required to collect, analyze, and develop information necessary to discipline employees. Since the Highway Commissioner and management team rely on the Office Manager and Account Clerk to maintain and provide all fiscal information, there is no opportunity to inquire into sensitive matters without the union being informed of these actions. It is our experience with other Wisconsin county highway departments that it is more common for at least one of the office personnel to be a nonrepresented

employee. Of the five counties in the peer group referred to earlier, Crawford, Juneau, and Marquette have non-union office managers, while Green Lake and Taylor have union members in these positions.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 37

March 21, 2006

Recommendation #16: The Department should eliminate the current position of Office Manager and create a non-represented position of Operations Manager. This position should require a minimum of a Bachelor's degree in accounting and be responsible for:

- Supervising and directing the activities of the Account Clerk;
- Overseeing and maintaining the Department's accounting system and records;
- Overseeing and preparing (in coordination with the Highway Commissioner) the Department's budget, including capital improvement plans;
- Making recommendations to the Highway Commissioner on new accounting systems, procedures, practices, etc.;
- Preparing annual financial reports of Department operations;
- Coordinating and advising the County's central accounting unit on Highway Department financial activities;
- Preparing monthly budget to actual reports for all business units of the Highway Department for use by the Highway Commissioner, County Administration, and

County Board to monitor financial condition;

- **Preparing analytical, statistical, and comparison reports for use by Department management in evaluating current operations or the impacts of modifications;**

-

Additionally, we recommend that the Operations Manager assume primary responsibility for overseeing the daily activities of the Shop since this function is another significant area providing Department-wide support of operations. As such, the Shop Foreman would formally report to this position, but would be required to maintain good working relationships with the supervisors of the field operations.

In addition to these concerns, the fact that both of the office staff are represented by AFSCME, AFL-CIO Local 323 has led to some workload conflicts when Department management has attempted to realign duties to account for staff reductions and to reduce the amount of clerical related work that is required of supervisory staff, shop mechanics, and outside crews. The union filed a grievance when the County eliminated the Parts person position and changed the job descriptions of the Office Manager and Account Clerk to include many of the more clerical and accounting related duties that that job had. While the grievance is focused on issues of compensation, it seems clear that the functions transferred to the office staff were appropriate duties that were similar to other activities performed. There are other items in the Sign and Marking area of the Department where the Supervisor has to complete and post daily materials usage for painting operations and sign repair jobs. The information recorded on these forms is similar to that completed by outside crews when they track materials used on activities, and should be transferred as well.

The office staff is better prepared to collect this information from the field operations areas and develop systems to determine the proper material charges to apply to jobs, similar to what is done for most other employees in the Department on a daily basis. This will also allow the supervisors and field staff to concentrate on their strengths, and more importantly improve the timeliness of recording the charges in the accounting system.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 38

March 21, 2006

Recommendation #17: The Highway Department should transfer all clerical and accounting related activities requiring entry into the CHEMS system to the office staff, including previously transferred activities related to management of parts inventory and recording against equipment repairs, as well as the information from the Department's sign and marking area related to materials usage on painting and signing activities. At the same time, it is important that supervisors maintaining the raw data necessary for these tasks provide timely information to the office so that all charges can be accurately recorded. The proposed Operations Manager should be given the responsibility to inventory all clerical and accounting related functions that are performed outside the office and ensure that steps are taken to transfer these activities to appropriate support positions.

The Department's current monthly financial report does not provide any projections of expected budget conditions for the remainder of the fiscal year or present the data in an understandable format that shows the overall picture of all business units. The monthly fund balance report shows only account level summaries on a year-to-date basis versus actual expenditures by type for all business units. This does not provide the level of detail management or other County officials need to understand how resources are being spent. Active monitoring or investigation of potential problem areas does not take place to any significant degree.

While overall budget accountability ultimately rests with the Highway Commissioner, he should rely on the expertise of the fiscal staff to provide the right information, at the right level of detail. Second, this requires that the Department has the appropriate skill sets among its fiscal staff to be able to analyze the impacts of operations on the overall budget (as noted above).

Recommendation #18: The proposed Operations Manager should work with the Highway

Commissioner, County Administrator, and County Clerk to create an effective model for providing monthly forecasts of financial information to be used in the monitoring of budgets. As the skill sets of the office evolve, fiscal staff should become more proactive in providing analytical support to identify trends and work with Highway management and other County leaders to investigate problem areas and identify alternative solutions to funding constraints. This will require a higher level of effort for fiscal staff as well. While counties often struggle with the fiscal pressures created when needs exceed budgeted amounts, creating a reporting structure where potential problems are identified early on can help manage the unknown. Such a reporting structure should include the following elements:

- Monthly revenue and expense reports provided at the business unit level.
- Monthly projections of revenue and expenses for the remaining fiscal year based on current expectations and past experience.

While the data should be meaningful for management purposes, it also must be easy to track and maintain within current systems without requiring the creation of special databases or spreadsheets or duplicate data entry into other systems.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 39

March 21, 2006

The Highway Department maintains a scale at the Solid Waste facility to monitor materials usage for inventory and billing purposes. This requires the Account Clerk to travel to the landfill at least once per month (bi-weekly preferred) to download the information. Additionally, if the scale malfunctions, the Account Clerk has to travel to the landfill to troubleshoot the problem. At a minimum, this takes approximately 1½ hours for the roundtrip plus time to download the information. If done on a bi-weekly basis as preferred, this would total nearly 40 hours per year. At the current wage rate of \$15.60 per hour and an incidental labor rate of 87.1% the Highway Department is spending approximately \$1,170 annually in labor costs by having an individual travel back and forth to collect this information. This does not include mileage which could add another \$300 or more. It is likely that an automated solution could be found to reduce the amount of time spent traveling to download the information and troubleshoot errors that would be more cost effective than the approximately \$125 per month that is spent on this activity currently.

Recommendation #19: The Highway Department should work with the County's Management Information Systems Department to develop an alternative that would allow this information to be transferred electronically (e.g., telephone line connection).

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 40

March 21, 2006

VI. REVIEW OF POTENTIAL SUBSIDIZATION

A. Accumulation of Direct Expenditures

The Adams County Highway Department is an internal service fund for accounting purposes. Internal service funds are typically used to account for departments that provide services to other departments and/or entities on a cost reimbursement basis. The Highway Department provides services to WiDOT, local cities, villages, and towns, other county departments, and other public and non-public agencies in and around Adams County on a fee for service basis. Services provided to maintain the county-trunk highway system within the County is primarily funded through the property tax levy.

Much of the information used to accumulate costs for services at all levels is generated by the Department's employees who complete timesheets on a daily basis to track the following:

- County Business Unit used to account for all accumulated costs. The Highway Department has established business units that generally match the major functional activities performed.
- Job Number corresponding to the work being performed. The Highway Department

typically establishes a separate project number for each customer, and will further identify numbers for specific work projects when necessary.

- Activity Code corresponding to the type of work performed on the project.
- Number of Hours including regular and overtime, worked on each project and activity during the course of the day.
- Unit Number and hours of operation for each piece of equipment that is utilized on a project during the course of the day.
- Type and Amount of Materials that is utilized on a project during the course of the day.

This information is typically not entered on employee timesheets if the material is weighed at the yard. Either operators will have a weigh slip documenting the amount of materials taken from the yard, or materials slips are provided showing materials used. The information on the timesheets is reviewed by the supervisors and then forwarded to the Account Clerk for data entry. The costs accumulated on the timesheets represent the direct labor and equipment utilized on projects and activities, with materials being documented by other sources. All of this information together forms the basis for all charges for service performed by the Highway Department.

B. Cost Pool Allocations & Overhead

In addition to the direct expenditures related to time, materials, and equipment, there are other costs incurred by the Department during the course of its activities that need to be accounted for as well. These costs include:

- Incidental Labor: This includes the costs of non-productive salaries and wages for department employees (i.e. vacation, holiday, sick leave, etc.) and fringe benefits (i.e. social security, retirement, health/dental insurance, etc.). On an annual basis, the department calculates the incidental labor rate that is charged to projects based on direct labor. The calculation of this rate is based on the Uniform Cost Accounting System of Wisconsin County Highway Departments.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 41

March 21, 2006

- Small Tools: This calculated rate is also established under State policies. Small tools are defined by the State as those items purchased or built for use on multiple projects, which have a value less than \$5,000. They typically include such things as shovels, brooms, ladders, safety items, barricades, flags, etc. These items are expensed in a separate cost pool for accounting purposes. On an annual basis, the Department calculates a small tools rate based on the total amount of items purchased divided by the total direct labor costs expended during the year. This rate is charged to projects based on total direct and incidental labor.

- Records & Reports: This rate is established by the State on an annual basis and is intended to cover costs related to administrative support provided by the Highway Department to WiDOT. County highway departments typically will also include this rate in charges for service to other entities as well. The current rate is 4.5% and is applied to all project costs (direct and indirect). In Adams County, the Highway Department has had an inconsistent policy of charging the records and reports fee to customers. While the fee is always charged to WiDOT and generally always to non-Adams County-based customers, it has not been charged to local municipalities within Adams County or other County departments.

Because of how WiDOT requires county highway departments to operate on a time and materials basis, County taxpayers are not subsidizing the direct expenditures related to road construction or maintenance activities performed for state, local units of government, or other customers. The systems and policies utilized by the Highway Department appear to do a sufficient job of accumulating and charging customers for the direct costs of providing services for all activities. While there are issues related to the effectiveness of the system to provide true activity based costing information, this is common to virtually all Wisconsin county highway

departments. In general, the systems and methods used to record and charge costs are established to meet WiDOT's needs for purposes of billing state related maintenance. While there is an accumulation of costs by activity, there are instances where the system does not allow for the charging of time spent during the course of the day that may not truly be project related. In many cases, employees are required to account for an entire day on one or more projects/activities, but the day may have included time that was general in nature and would normally not be considered billable to a specific project.

Additionally, the use of the cost pools and the establishment of rates for materials produced by the Highway Department, and the use of WiDOT's equipment rental rates do not allow for true cost identification.

C. Recovery of Administrative and Overhead Expenses

The Wisconsin Department of Transportation has established policies to document the costs of programs administrated by county highway departments to provide a uniform approach for reimbursement of costs. WiDOT's policy states, "it is intended that each routine maintenance agreement (RMA) and discretionary maintenance agreement (DMA) shall bear its fair share of costs recognized under these principles except where restricted or prohibited by law." For the most part, the application of this policy leads to the establishment of WiDOT allowable rates for administrative overhead (i.e., records and reports) and equipment rental rates. These rates are generally formulated based the average costs as reported by all county highway departments. In reality, this averaging by definition means that some counties "win" and some "lose."

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 42

March 21, 2006

While this policy and the established rates are intended to document costs and provide reimbursements for work performed by counties under contract with WiDOT on the state highway system, highway departments across the state have applied this to their other customers as well. This section will discuss the County's experience in recovering administrative and other overhead costs.

State Highway System

As indicated above, the Highway Department charges a "records and reports fee" (administrative fee) that is applied to the full cost (direct labor, incidental labor, small tools, direct materials, and direct equipment) of all work done on the state highway system. WiDOT reviews this rate on an annual basis and adjusts as necessary based on information that is reported by each county highway department.

In reviewing the 2004 administrative rates for all Wisconsin county highway departments, 49 of the 72 counties exceeded the 4.5% allowed by WiDOT during that year. Since WiDOT and a committee of highway commissioners and business managers determine the allowable rate based on the state-side average for all highway departments, some receive reimbursements that more than cover their administrative costs, while others do not.

In 2004 (most recent full year available), the administrative cost rate for all counties was 4.86%. Adams County had a rate of 4.62%. **Figure 19** shows how this rate was determined for 2003 and 2004.

Figure 19

2003 & 2004 Administrative Cost Percentage for the Highway Department

2003 2004

Net Administrative Costs:

BU 53110 Administration \$228,851 \$420,450

Less: Committee Expense (2,447) (1,956)

Less: Interest Expense (38,320) (25,983)

Less: Depreciation 0 (26,672)

Less: Supervisors & Other 0 (169,954)

Total Net Administrative Costs \$188,084 \$195,885

Total Maintenance Costs:

State Maintenance \$1,251,159 \$911,422

County Maintenance 1,470,272 1,115,226

County Winter Maintenance 410,728 419,338

County Construction 867,477 900,390
Local Governments 420,865 228,010
Non Right-of-Way 519,699 460,106
Other Aid/Construction 176,816 205,123
Total Maintenance Costs \$5,117,016 \$4,239,614
State Administrative % 3.68% 4.62%

Notes:

¹ Based on WiDOT methodology.

**Adams County Highway Department
2003 & 2004 State Administrative Cost Percentage ¹**

Based on the actual rate allowed by the state for the records and reports fee compared to the Highway Department's actual administrative percentage as calculated by WiDOT, County taxpayers did not subsidize the State for administrative overhead.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 43

March 21, 2006

It should also be noted that in addition to the records and reports fee the Highway Department receives from WiDOT for work on the state highway system, there are also other reimbursements that fund various operations that benefit the state. These include reimbursements for the following:

- **Patrol Superintendent:** The state funds 80% of the Highway Department's total expenditures for supervision expenditures related to overseeing operations on the state highway system. The Highway Department also is allowed to charge the records and reports fee for the 80% of the supervision expenditures for state highway system paid locally.
- **Communications Equipment:** The state reimburses the Highway Department for a portion of the costs related to the use of radios or cellular telephones used in department vehicles.
- **Insurance:** The state reimburses the Highway Department for a portion of the general public liability, errors and omissions, and umbrella insurance premiums charged to the Department.
- **Drug and Alcohol Testing:** The state reimburses the Highway Department a percentage of costs related to drug and alcohol testing for full- and part-time employees required to have a commercial drivers license (CDL). The state's reimbursement is equal to the greater of two times the number of winter patrol sections divided by the total number of employees required to have a CDL, or the actual number of employees assigned to winter maintenance on the state highway system divided by the total number of employees required to have a CDL.
- **Storage Tanks & Other Equipment Storage:** The state reimburses the county for the costs of storing various materials used in the maintenance of the highway system, and for storage of equipment.

Other Highway Department Customers

In addition to the state, the Highway Department also provides services to other customers such as local towns, villages, and cities within Adams County, other Adams County departments, local municipalities and counties in other surrounding counties, and private entities. Unlike the practice it uses for work on the state highway system that follows the allowable administrative fee determined by WiDOT, the Highway Department has discretion to establish its own policies for other customers.

The Department has had a longstanding policy of not charging the local towns, villages, and cities the administrative fee. This has also been applied to other Adams County departments and other public entities within the County. The Highway Department generally charges all other non-public and non-County customers.

The Highway Department's actual administrative cost rate is really higher than the rate that is determined following the WiDOT formula as shown above. This is because this rate only factors in costs related to services on the state highway system, excluding those that cover the rest of

the Department's operation. Furthermore as mentioned above, WiDOT reimburses the Highway Department for its share of other costs beyond the administrative cost rate (i.e., a portion of patrol supervision, communications, property and liability insurance, and drug and alcohol testing) for specific areas that benefit services provided to the state highway system as well. These other administrative cost items that are partially reimbursed by the state, are not included in the administrative cost rate. These other costs are valid expenses that should be included in the calculation of the rate for other non-state highway system work.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 44

March 21, 2006

The methodology utilized by WiDOT in establishing the records and reports fee was presented, in Figure 19 with a calculation showing how the Highway Department's administrative costs are lower than that the actual rate allowed and actually paid by the state. **Figure 20** shows the calculation of the full administrative cost rate based on all administrative expenses (net state reimbursements), and shows that the Highway Department's actual administrative rate is slightly above that calculated by WiDOT.

The most significant difference in the calculation of the actual rate compared to that presented earlier is the inclusion of net expenditures related to the Supervision, radio, and insurance business units. The costs in these areas cover not only the state highway patrol sections, but also include county maintenance and construction activities as well as other work performed by the Highway Department of local units of government and therefore should be evaluated and included for other customers.

Figure 20

Full/Actual 2003 and 2004 Administrative Cost Percentage for the Highway Department

2003 2004

Net Administrative Costs:

BU 53110 Administration \$228,851 \$420,450

Less: Committee Expense (2,447) (1,956)

Less: Interest Expense (38,320) (25,983)

Less: Depreciation 0 (26,672)

Less: Supervisors & Other 0 (169,954)

Less: State Reimbursement CDL & Alcohol Testing (680) (620)

BU 53191 Patrol Superintendent 78,084 84,667

Less: State Reimbursement (62,467) (67,734)

BU 53192 Radio 6,159 7,655

Less: State Reimbursement (1,337) (967)

BU 53193 Insurance 32,747 49,858

Less: State Reimbursement (11,126) (22,911)

Total Net Administrative Costs \$229,464 \$245,834

Total Maintenance Costs:

State Maintenance \$1,188,692 \$1,064,971

County Maintenance 1,454,655 2,437,030

County Winter Maintenance 410,728 419,338

County Construction 2,248,595 900,390

Less: Contracted Construction (1,381,118) (1,151,850)

Local Governments 425,775 228,010

Non Right-of-Way 614,320 460,106

Other Aid/Construction 176,816 205,123

Total Maintenance Costs \$5,138,463 \$4,563,117

Full/Actual Administrative % 4.47% 5.39%

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 45

March 21, 2006

If the Highway Department charged all customers the WiDOT allowed records and reports administrative fee, the County would generate additional revenue to recover its overhead

expenditures. **Figure 21** shows a summary of the subsidy for the various customer types that the Highway Department provided services to in 2003, 2004, and 2005. If the Highway Department had charged the 4.5% administrative fee to all customers, it would have generated approximately \$56,000 in additional revenue in 2003, \$16,000 in 2004, and \$18,000 in 2005. It should be noted that the variance is larger in 2003 since the County did not charge the administrative fee to the non-County, non-public customers. Additionally, there is a variance between the actual charge and the potential charge since not all are assessed the fee. Had the actual administrative fee of 5.4% been charged in 2004, the actual subsidy would have totaled over \$22,000.

Figure 21

Summary of 2003 and 2004 Subsidy by Customer Type

Customer

Total

Expenditures

Admin Fee

Charged

Admin Fee @

4.5%₁ Subsidy

Adams County Municipalities \$622,751 \$0 \$28,024 \$28,024

Adams County Departments 118,340 0 5,325 5,325

Other Customers 495,981 0 22,319 22,319

Total \$1,237,071 \$0 \$55,668 \$55,668

Customer

Total

Expenditures

Admin Fee

Charged

Admin Fee @

4.5%₂ Subsidy

Adams County Municipalities \$233,235 \$0 \$10,496 \$10,496

Adams County Departments 31,161 0 \$1,402 1,402

Other Customers 428,945 15,325 \$19,303 3,977

Total \$693,341 \$15,325 \$31,200 \$15,875

Customer

Total

Expenditures

Admin Fee

Charged

Admin Fee @

4.5%₃ Subsidy

Adams County Municipalities \$331,663 \$0 \$14,925 \$14,925

Adams County Departments 39,425 0 \$1,774 1,774

Other Customers 475,414 19,694 \$21,394 1,700

Total \$846,502 \$19,694 \$38,093 \$18,399

Notes:

¹ Full/Actual administrative fee equals 4.47%, equal to the WiDOT allowable rate of 4.5%.

² Full/Actual administrative fee equals 5.39%, greater than the WiDOT allowable rate of 4.5%.

³ Actual rate not yet calculated.

Source: Highway Department CHEMS General Ledger Report and 2005 Audit Entries.

2003

2004

2005

Machinery & Equipment Operation

In addition to the administrative fee, the Highway Department also subsidizes customers as a result of the net revenue/loss in its machinery account. As noted above, the Highway Department utilizes the equipment rental rates calculated by WiDOT. Since these rates are based on an average for all county highway departments, there tend to be winners and losers in

recovering the cost of maintaining the equipment. Factors that can impact the ability to generate additional revenue in excess of expenses is to have few repairs, or low parts and materials costs required to maintain the equipment, or more importantly, the level of utilization.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 46

March 21, 2006

Figure 22 shows a summary of the net revenue/loss for 2002, 2003, 2004, and 2005 in the Highway Department's equipment operations fund. As the information shows, the Highway Department has had large losses the past two years in its equipment operations fund. The costs to maintain the equipment has steadily increased during this period of time, while utilization has fluctuated slightly up and down. The costs for fuel and labor have more than doubled during this four year period, while overhead has increased nearly two-fold as well. These three items account for nearly two-thirds of the increase in expenditures between 2002 and 2005. Much of the overhead can be explained by the move to the new garage.

Figure 22

Net Revenue/(Loss) in Highway Department Equipment Operations Fund

Year Total Cost Total Revenue

Net

Revenue/(Loss)

Total Units of

Utilization

2002 960,759 1,042,374 81,615 78,518

2003 1,121,630 1,204,925 83,295 86,899

2004 1,307,360 989,754 (317,606) 78,040

2005 1,621,458 1,309,006 (312,452) 82,794

Source: Highway Department CHEMS General Ledger Report.

Based on this information, County taxpayers are subsidizing road construction and maintenance activities performed for the State, local units of government, and other customers because the Highway Department is not recovering the full cost of its administrative expenses using the rate established by WiDOT.

Recommendation #20: The Highway Department should modify its current practice of not charging an administrative fee to local towns, villages, and cities within Adams County. The Highway Department should recover either the rate established by WiDOT for administrative reimbursement on activities for the state highway system, or the actual overhead rate. While consideration should be given to the possibility of charging the Highway Department's full administrative cost rate, it also must keep in mind the affect this change may have on local government's decisions to utilize its services.

While the Highway Department performs services for other Adams County departments, it has not charged administrative fees in the past.

Recommendation #21: The County should continue its policy of not charging the administrative fee to other departments since from a broad perspective there is not a financial benefit overall. Since most of the departments receiving services from the Highway Department are primarily funded through tax levy, and considering that a large amount of the Highway Department's administrative expenses and overhead is also funded by levy, the County would not be generating additional revenue as a result of charging this fee internally. If there are departments that are funded by outside sources of money without support from the property tax levy, however, the County may wish to modify this policy to recover reasonable administrative expenses.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 47

March 21, 2006

County-wide Indirect Costs

The information utilized to calculate the full/actual administrative costs in this section included only the Highway Department's administrative overhead. The County could also include costs related to the county-wide central services cost allocation plan. These costs represent the value

of services provided to the Highway Department and its services by County support functions (information technology, administration, human resources, accounting, corporation counsel, etc.).

While these are reasonable and documentable costs supporting the operations of the Highway Department, some issues need to be considered before the County would choose to apply this rate to charges. For the most part, the costs allocated through the County's central services cost allocation plan are supported through the property tax levy. As a result, all County taxpayers are already funding these costs and if the indirect cost rate were applied to charges for service from the Highway Department, there would be an issue of "double billing." To alleviate this from occurring, the County could consider billing the Highway Department for these indirect costs and crediting the revenue to each individual central service department thereby reducing the net expense that would be covered by the levy. Under this scenario, customers would be charged based on the true cost of service including all overhead, with those receiving the most support paying more of the overall cost.

There are customers of the Highway Department that do not pay property taxes to fund the operations of county government. While these services are a small percentage of the overall activity of the Highway Department, a case could be made to have these entities pay a fully burdened rate for services received. The County may also wish to include this fully burdened rate if it is billing outside parties/individuals for damage done to highway property and signage that would be billed back.

Recommendation #22: The County should consider including the indirect cost rate in the calculation of charges to non-Adams County governmental and all non-governmental customers receiving materials or services from the Highway Department. The benefits of implementing this policy would allow the County to recover its countywide administrative costs related to support of the Highway Department for those entities that do not pay property taxes to support the operations of Adams County.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 48

March 21, 2006

VII. FLEET MANAGEMENT & SHOP OPERATIONS

A. Background

This section presents our findings and recommendations regarding the fleet management functions of the Highway Department. The objective of this review was to assess the adequacy of the management, operations, funding, and facilities of the County's vehicle and equipment fleet and to identify opportunities for improvement. (Throughout this report, the terms "vehicles" and "fleet" are meant to include both vehicular and non-vehicular equipment.)

The mission of the Highway Department's fleet maintenance function is to support all vehicle and equipment as requested. Maintenance is implemented in a centralized manner providing major and minor repairs for the Highway Department's operations. Staffing for fleet maintenance functions is provided by three mechanics and a lead mechanic that serves as Shop Foreman and parts manager, with assistance in the area of parts management provided by the Department's office staff.

The Highway Department has direct control over its maintenance operations. Between the Highway Commissioner, Engineering Technician/Assistant Patrol Superintendent, Sign & Marking Supervisor, Shop Foreman, and equipment operators, decisions are made on what units to work on, what to do, when, and at what cost a vehicle receives service.

The remainder of this section will primarily focus on those areas of practice and performance in which there are opportunities for improvement. These include:

- Mechanic Staffing
- Mechanic Training
- Policies & Procedures
- Consistency in the Repair Process
- Quality Assurance

- Preventive Maintenance
- Inventory Control of Parts
- Vehicle Management Information System
- Performance Indicators
- Contracting Services
- Vehicle Specifications

B. Mechanic Staffing

The overall staffing assigned to support the Highway Department's fleet maintenance functions is adequate based on our experience and analysis. In order to make some high-level judgments regarding the amount of maintenance effort and staffing levels needed to keep a fleet in good condition, each piece of equipment is measured according to the amount of maintenance effort generally required to keep an average sedan in good repair. The amount of this maintenance effort is expressed as one vehicle equivalent (VE) unit.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 49

March 21, 2006

Each general class of vehicle is assigned a vehicle equivalency that expresses the service effort required to maintain that vehicle as a multiple of fleet sedans. This nationally accepted methodology provides a means to equate the level of effort and costs for dissimilar vehicles, and accounts for both demographic and geographic factors faced by a fleet maintenance operation. For example, the typical car equates to one vehicle equivalent, a two-ton truck rates 2.5 vehicle equivalents. This means that it takes about two and one-half times the effort to maintain a two-ton truck than it does to maintain a sedan. A backhoe is typically 4.0 VE. In a fleet of reasonable age and condition, each FTE mechanic should be able to support the benchmark number of 100 VE. The project team performed a VE analysis of the Highway Department's fleet and determined it to be 350 VEs. Since the Highway Department's shop does not maintain the fleets for other County departments, these units were not included in the VE analysis. Therefore, the County should have 3.5 mechanics to maintain its fleet of vehicles and equipment.

Many of the standards on which we base the performance of a fleet organization reflect the total number of VE maintained, not the number of vehicles and pieces of equipment in the fleet. The number of personnel who are employed to deliver fleet services and the manner in which they are organized and deployed largely affects the performance of any fleet maintenance program. Organizational structures should reflect reasonable spans of control and channels of communication, consistent with formally defined authority and responsibilities. Staffing levels should be consistent with the amount of effort required to produce desired services in a productive, efficient, and effective manner.

Recommendation #23: The Highway Department should maintain its current mechanic staffing levels, based on the methodology used to calculate mechanics in similar public sector fleet operations. Our analysis confirms that the Highway Department requires 3.5 mechanics to maintain its current fleet in an efficient manner. This assumes that the Shop Foreman can function both as a working supervisor and a parts manager. Our staffing analysis does not merit the need for an additional position to act as a full-time shop superintendent until the Highway Department's fleet (based on VEs) grows to a size that would require eight to twelve full-time mechanics.

The effectiveness of the mechanics is hampered by tasks that are unrelated to fleet maintenance activities. We learned that the Highway Department frequently utilizes mechanics to transport crews to work locations, and support other highway maintenance functions (crack filling, flagging, etc). As noted above, our analysis indicates that the Highway Department's current fleet requires 3.5 full-time mechanic positions to effectively maintain the equipment and vehicles. Using mechanics to perform non-fleet maintenance related tasks disrupts the fine balance of the mechanic to VE ratio, and causes the shop to be short staffed. This also impacts the mechanics ability to perform seasonal preventive maintenance on other equipment that is

not in use.

Recommendation #24: The Highway Department should discontinue the practice of pulling mechanics out of the shop to perform highway related tasks. Field time should only be devoted to specific repair needs for equipment that cannot be transported back to the shop.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 50

March 21, 2006

C. Mechanic Training

A fleet maintenance organization is dependent on a properly trained and qualified work force in order to provide high quality service at a competitive cost. Maintaining the skills and motivation of the work force over time as technology and equipment changes and natural employee turnover occurs, demands an ongoing training program. The County is fortunate to have four dedicated mechanics; however, the three younger mechanics lack the experience to know all of the nuances of the diverse fleet they maintain. We learned from our interviews that mechanics feel the Highway Department provides adequate training for them. Training was described as largely "hourly clinics at the dealer." Additionally, some bid specifications include mechanic training as a requirement from specialized equipment manufacturers.

We did find however that mechanics are not currently specialized in specific areas of component repair that would assist them in diagnosing problem areas such as hydraulics, electrical systems, and emission controls. It does not make sense in a relatively small maintenance operation for all mechanics to receive formal training in all technical areas or disciplines, nonetheless, training is important. Ongoing training is particularly important today due to the continuing computerization of vehicle components as well as the regulatory changes such as those pertaining to air conditioner refrigerants and alternative fuels.

Inadequate training ultimately increases the cost of maintaining and operating the fleet, partly because untrained mechanics take longer and are less likely to diagnose and remedy problems correctly. It also increases vehicle downtime. An effective training process involves the identification of the need for training and the selection of and attendance at appropriate courses. While we recognize the difficulty in a small maintenance operation of making mechanics available for training, it is unrealistic to expect an in-house maintenance operation to function efficiently and effectively without a structured ongoing mechanic training program. Ongoing expenditures on mechanic training is as much a necessity to the operation of a sound fleet maintenance program as ongoing replacement funding is to the operation of a safe, reliable, and economical fleet.

Recommendation #25: The Highway Department should develop a training program designed to maintain mechanic skill levels in the face of advances in automotive technology. A fundamental training strategy should have certain mechanics become designated experts in servicing certain types of components. In addition to performing routine maintenance and repairs, these designated experts should perform (or conduct quality assurance inspections of) all work done on equipment in their area of expertise. They should also be expected to informally train the other mechanics, drawing on the knowledge they have gained through their participation in outside training programs. We suspect that at a minimum, training is needed on the following components and systems:

- **Electronics and computerization,**
- **Emission controls,**
- **Automatic braking systems, and**
- **Air conditioning.**

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 51

March 21, 2006

Recommendation #26: The Highway Department should ensure that all mechanics

receive formal training in Occupational Safety and Health Administration (OSHA) and federal and state environmental protection regulations governing automotive maintenance operations. Such a training program will afford new learning opportunities to mechanics so that motivational levels are maintained and opportunities for advancement are created. Structured certification programs, such as the Automotive Service Excellence (ASE), have been successfully used to train mechanics in many public sector fleet maintenance operations.

Recommendation #27: The Highway Department should develop a testing program for its mechanics to periodically determine their shortcomings. This testing should be conducted as a tool to assist in the development of skills, not as a means to criticize performance. For example, an independent consultant specializing in automotive maintenance could be hired to conduct mechanic skills testing and develop specific recommendations regarding training for each mechanic. Such assistance should be available at relatively low cost (e.g., \$2,000-5,000).

Recommendation #28: The Highway Department should continue its current practice of requiring manufacturer-based mechanic training in bid specifications for all new types of specialized vehicles and equipment to be added to the fleet.

D. Policies & Procedures

There are no written policies and procedures to effectively guide employees in their work or explain operating procedures to users of the fleet. Such policies and procedures provide mechanics with information on how to perform required tasks and inform users of the fleet what is expected of them in the operation and reporting of equipment-related issues. Additionally, effective policies and procedures detail performance requirements that the fleet maintenance operation (including inventory control functions) must provide.

Recommendation #29: The Highway Department should develop comprehensive and detailed policies and procedures for all aspects of its fleet maintenance operations. Such policies and procedures must be developed within a centralized perspective, and should be one of the tasks assigned to the Highway Commissioner with input from the Shop Foreman and mechanics. This is a monumental task and it may take up to 18 months to complete. The Highway Department could consider retaining outside professional assistance to develop such materials. This can provide the Department with a great deal of additional information that may not be considered when internal staff are developing the policies and procedures manual on their own.

E. Consistency in the Repair Process

There is little consistency in the way predictive and preventive maintenance (PM) is performed other than trying to change oil and possibly performing certain inspections at prescribed intervals. What is problematic is that operators are allowed to monitor these intervals. Mechanics are typically brought into the picture when major problems occur. When mechanics have written PM checklists to use, the preventive maintenance program is more effective, enabling those individuals to detect and correct many deficiencies before they result in service disruptions and complicated/costly repairs. The written PM checklists (seasonal inspection) that do exist are not particularly well designed. The items to be inspected are listed in no particular order, and there is nothing about these checklists that would lead a mechanic to perform the PM tasks in the most productive and time-efficient sequence.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 52

March 21, 2006

Vehicle maintenance histories are not completed consistently on a typical work order form and as a result vehicle histories are not maintained in files by unit number at the shop floor level. Many cumbersome forms are used to track cost, parts, and labor that are entered into the CHEM's system. This provides on-going comprehensive cost analysis for reporting to WiDOT, but not for the purposes of improving maintenance practices, tracking history, tracking warranties, or planning vehicle replacement. As a result, the Highway Department employs a largely reactive approach to fleet maintenance, which for the most part consists of responding to

vehicle repair needs as they arise.

Recommendation #30: The Highway Department should develop standard formats for all maintenance activities. One such preferred format is to list inspection tasks in a very carefully thought out order so mechanics can do everything without having to jump around, back track, and otherwise lose time. Accompanying instructions (perhaps on a master copy of the checklist), should leave little room for creativity in deciding what is to be done and how, and what meets standards and what does not.

F. Quality Assurance

The Highway Department does not have a quality assurance program in place for its fleet maintenance operation. Although mechanics periodically road test vehicles, there are no formal procedures for inspecting work performed to ensure that it has been completed properly. The lack of such procedures leaves open the question about the fleet maintenance function's ability to ensure the integrity of its services.

Even the best trained, supervised, and equipped mechanics sometimes make mistakes or overlook things. Independent inspection of their work provides a safety net which prevents vehicles from being returned to users with uncorrected deficiencies. The goal should be to avoid placing a vehicle or piece of equipment back into operation that is likely to break down due to a faulty or incomplete repair. Additionally, cross-checking work from mechanic to mechanic is highly encouraged, and is considered an industry best practice.

Recommendation #31: The Highway Department should develop a quality assurance program. While inspections are unnecessary for most routine maintenance and repair activities, they should be established for more complicated repairs. There is not necessarily a need to establish a specific definition for what a non-routine job is, but the decision to inspect a completed service and/or repair assignment should be predicated on the following considerations:

- The experience and skill level of the mechanic to whom the job is assigned, relative to the complexity of the work to be performed; and
- The potential impact on the unit's safety of the services to be performed.

The decision to perform a quality assurance check should be made when a repair is assigned to a mechanic, and should be noted on the job ticket/work order. In some cases, it may be most appropriate for the Shop Foreman to inspect a completed job, while in others it may be appropriate for a particular mechanic to perform the inspection because that individual has particular expertise relating either to the type of unit being serviced or the service being performed.

Furthermore, inspections should be conducted by the Shop Foreman on all work performed at vendor locations.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 53

March 21, 2006

G. Preventive Maintenance

A well designed, executed, and managed preventive maintenance (PM) program is a prerequisite for cost effective and high-quality fleet maintenance. Maintaining vehicles and equipment, rather than fixing them when they break, not only controls the overall cost of maintenance and repair but also maximizes fleet availability because PM activities can be planned and scheduled to minimize the impact on operations.

Since changing oil and visually inspecting a few systems and components constitutes the entire preventative maintenance program for approximately half its fleet, it is accurate to say that the Highway Department does not have a comprehensive PM program. Nor does the Department have procedures in place to ensure compliance with its oil change schedule. Oil changes are monitored through vehicle usage or elapsed time since the last oil change. The program relies heavily on users to contact the garage to schedule services, and does not provide an adequate system of notifying operators when services are due to be performed or are overdue.

Since operators are relied upon to read the stickers on the dash (assuming there was previously

the opportunity to affix one) and make arrangements to get their vehicles serviced, the success of this scheduling approach is dependent on the motivation and cooperation of individual vehicle and equipment operators which can vary substantially from one individual to the next.

Preventive maintenance is one of the most important aspects of a fleet maintenance program. It involves the systematic inspection, rehabilitation, and replacement of vehicle components at regularly scheduled intervals. Its purpose is to preempt, detect, and correct deficiencies which can cause poor performance and premature component failures which, in turn, increase vehicle capital, operating, and repair costs, and can lead to vehicle breakdowns and accidents. In other words, preventive maintenance is the primary way fleet management programs control vehicle efficiency, reliability, and safety.

Good PM programs enable minor problems to be detected and corrected before they result in service-disrupting breakdowns and costly repairs. A PM program consists of thorough documentation of activities to be performed at specific time or usage intervals and scheduling and follow-up mechanisms that ensure that vehicles and equipment are serviced at these intervals. A high PM compliance rate (the number of PMs performed within a specified number of days of the date scheduled) is one of the keys to building an effective and efficient (as indicated by the total cost of repairs for each unit in the fleet) maintenance program. The industry standard for PM execution is 95 percent.

A comprehensive PM program will consist of multiple service levels (A, B, and C) that will include varying degrees of maintenance to be performed at predefined usage intervals. The PM program should be specific for different classes of vehicles and equipment and be consistent with the recommendations provided by the original equipment manufacturer. The service should be recorded and accurate PM information should be maintained in a fleet management system.

Recommendation #32: The Highway Department should develop a comprehensive, coordinated, documented, and proactive PM program that places preventive maintenance at the heart of all vehicle and equipment maintenance and repair services.

Recommendation #33: The Highway Department should discontinue the practice of operators performing maintenance (e.g., oil changes, replacing filters, etc.) other than operator daily PM procedures.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 54

March 21, 2006

H. Inventory Control of Fleet Parts

Most of the fleet inventory line items are controlled with a state-of-the-art bar code system. The Shop Foreman serves as a part-time parts manager supplemented by clerical staff from the office. Shop staff attempts to do the best they can to keep common parts on hand (such as most common filters, brake linings, etc.) but the manner in which they control the parts usage by removing the bar code sticker and re-sticking the labels on operator complaint forms or a part usage form in the parts room lacks a typical repair order reporting procedure. Mechanics fear that some of these labels are lost at times and not reported thus limiting the accuracy of the automated inventory counts, and creating additional work year-end when a physical inventory is performed.

Recommendation #34: The Highway Department should implement standard procedures to record all parts, lubricants, and time required to perform repairs on a piece of equipment. The implementation of standard system would be a vast improvement in providing the management and control of parts and reduce the need for office personnel that are now getting involved in fleet parts management other than entering fleet parts into the CHEMS system. The work order system should be at minimum, a two part form with the hard copy going to the office for data entry and the other filed in individual vehicle history folders.

Recommendation #35: The Highway Department should implement new procedures that require the mechanics to scan the bar codes on all inventory items taken out of the parts

room for repair work. The County has invested a significant amount of resources in this system, but needs to utilize the technology to its fullest. The mechanics should continue to record the parts used in repair jobs on the improved work order system to ensure that items are recorded properly for accounting purposes.

Recommendation #36: The Highway Department should not hire a Parts Manger to control its parts inventory operation. Based on our experience, a dedicated individual would not be needed until the fleet maintenance operation becomes large enough to require eight to ten mechanics. Only then have we found that a parts support person provides benefit to the organization by reducing downtime and effectively managing inventory to have the type and number of items on hand when needed. An effective parts manager can often save an organization his/her wage many times over.

I. Vehicle Management Information System

The Highway Department's use of the CHEMS system to manage its fleet operations is less than optimal. This system has basically been established to serve as a database that amounts to little more than keeping track of the costs of repair and maintenance on the state highway system. While many counties, including Adams, have utilized this system to manage its entire financial operation, our experience is that it is by no stretch of the imagination an effective vehicle management information system (VMIS).

Maintaining accurate records in either manual or computerized form is vital to effective fleet management. While the state has modified the CHEMS system to include many different modules, we do not believe that it provides the amount of detailed, comprehensive, and accurate information necessary for in-house maintenance and repair activities. As a result, we cannot draw any definitive conclusions about cost effectiveness or benchmarking of the current maintenance effort.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 55

March 21, 2006

Before there were inexpensive, readily available computerized information systems, it was acceptable for fleet managers to rely largely on their experience, their subjective judgment, and traditional approaches to managing the fleet on a day-to-day basis. However, the ability to develop detailed management and performance information afforded by today's computers has created far higher expectations of accountability among fleet users and upper management than existed in the past. At the same time, however, it should be clear that a computerized system will not compensate for inadequate management of data necessary for input into an automated system, and that our recommendations included below are intended to ensure that a more disciplined system is implemented that can accurately capture maintenance history before a more effective computerized system is installed.

Recommendation #37: The Highway Department should develop a standard work order procedure. At a minimum, a form should allow the mechanics to record the parts and other commodities used as well as all of the labor time associated with the repair for each work assignment. For accounting/billing purposes, these work tickets should be forwarded to the office staff for entry into the CHEMS system. Additionally, the Highway Department should ensure that a file is created for each unit (using the assigned unit numbers established by the Department) that contains copies of all documents relating to its specification, purchase, maintenance, reassignments, and disposal. It is our understanding that some progress has been made on this since our on-site work was conducted.

Recommendation #38: The Highway Department should evaluate alternative automated vehicle management information systems to manage its fleet maintenance operation. Prior to the implementation of any new system, however it is important that the Department develop a process whereby all fleet maintenance operations are accurately documented in a manual record keeping system. By first instituting a disciplined manual record keeping system, the Department will be better prepared to identify its business and information requires when it upgrades to a computerized vehicle management

information system.

J. Performance Indicators

Typically performance statistics are used to compare the performance of a vehicle maintenance operation against the performance of other fleets of similar size and composition. The term *performance indicators* refers to a group of statistics that can be used to measure the effectiveness of a fleet management operation. As indicated, little or no information is kept on the Highway Department's fleet that can be used to assess or improve the performance of the overall fleet operation. As a result, performance indicators necessary to compare Adams County with similar fleet operations are undocumented.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 56

March 21, 2006

Recommendation #39: The Highway Department should develop performance indicators on the entire fleet. Once an acceptable VMIS is in place, we recommend that the Shop Foreman calculate and provide the Highway Commissioner (in addition to any standard reports deemed necessary) with a monthly performance report containing the following performance statistics for the current month, the fiscal year to date, and the 12-months ended in the current month:

- Average miles driven between road calls (by vehicle/ equipment class);
- Repeat work orders as a percentage of total work orders (by vehicle/equipment class);
- Mechanic labor hours charged to work orders as a percentage of total mechanic labor hours available (70 to 75 percent of 2,080 hours per year);
- Mechanic labor hours charged to work orders as a percentage of hours vehicles are out of service for maintenance or repair;
- Average hours of downtime for maintenance and repair per vehicle per year (by vehicle/equipment class; five percent or less per month of a unit's normal hours of use);
- Average percentage of total direct labor and parts costs attributable to preventive maintenance and collateral routine repairs (by vehicle/equipment class; two-thirds of total should be for PM and collateral repairs);
- Average percentages of total direct maintenance and repair costs attributable to labor, parts, and sublet repairs, respectively (by vehicle/equipment class); and
- Average direct maintenance and repair cost per mile, hour, or month, as appropriate by vehicle/equipment class.

K. Contracting Services

In general, all jobs that require a high level of training, expensive tools, and a relatively high salary to retain a specialized employee should be contracted to the private sector. These special areas also require the addition of staff as most are time consuming and take the mechanic away from basic fleet maintenance. In Adams County, shop constraints, work overload, lack of some specialized tools and equipment, and the fact that some skills and talents are missing, requires that some work is contracted to vendors.

Recommendation #40: The Highway Department should continue to use vendors to perform repairs when it requires specialized equipment or skills that the Shop's mechanics do not have. When contracting is done, the Highway Department should monitor performance and document unacceptable work with written documentation. When found, the Highway Department should provide the vendor ample notification of the dissatisfaction, and if they do not take remedial action, their services should be discontinued. The vendor should further be excluded from bidding future contracts until proven corrective action has been demonstrated. Monitoring vendor performance and the provision of a satisfactory quality assurance program is necessary to evaluate the services that continue to be performed by outside sources.

Adams County Highway Department Operations Study

L. Vehicle Specifications

Specifications define the technical configuration and capabilities, and/or the functional requirements of a vehicle or piece of equipment to be purchased. The manner in which specifications are developed and used not only affects the ultimate cost effectiveness and configuration suitability, but the level of effort and amount of time required to acquire vehicles as well. Effective specification processes incorporate information on user needs and maintenance organization experience with particular types of vehicles and components, and seek to balance custom design requirements with standard features. The methods used to acquire vehicles can have an impact on the price of a unit, the amount of time required to deliver it to a user, and the responsiveness of the vendor to customer needs.

Specifications can and should be structured to promote standardization without being so restrictive that only one product can qualify. This will help minimize parts inventory value because of the reduced stock of proprietary items. Eliminating proprietary parts will reduce the cost of replacement parts and the initial purchase price of the equipment. It will also increase equipment availability due to reduced time in sourcing parts and increased mechanic familiarity with the equipment. Finally, it minimizes the time required for operators to become familiar with new units.

Ultimately, vehicle bid specifications should be prepared by the lead mechanics in consultation with the equipment operators and their supervisors. The Shop Foreman and mechanics should logically be expected to know what is currently available on whatever units are to be purchased, or be readily able to find out, and to be able to prepare the appropriate bid specifications in minimum time. Operators and the Patrol Superintendent are critical in providing field expertise on how the equipment will be utilized on jobs. As the file of bid specifications accumulate, developing each year's bid documents will become routine, taking perhaps only a week or two to prepare.

The Highway Department has a somewhat systematic process for determining when vehicles should be added to the fleet or for determining what types of units will best meet its needs, and has used both state bids and its own formal bid process for acquiring fleet units. The process for developing specifications is for the Commissioner and Patrol Superintendent to gather the information as best they can (including surveying the employees who actually use the existing unit) and assemble it into a more or less appropriate format. From that point, the Shop Foreman develops appropriate equipment specifications and forwards to the Highway Commissioner for approval.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 58

March 21, 2006

Recommendation #41: The Highway Department should assign a team of employees to assist in the specification development process. Primary authority for coordinating the preparation of vehicle specifications should be designated to the Shop Foreman, but input from the Patrol Superintendent, Assistant Patrol Superintendent and appropriate equipment operators depending on the item being purchased is also critical. Equipment bid specifications should be written with a view to:

- Minimize the variety of vehicles and equipment;
- Incorporate parts/systems standards; and
- Require vendors to use readily available, "off-the-shelf" (lower cost) components on their machines, not proprietary components for which the vendor is the only source.

Turning bid specification preparation over to the Shop Foreman will promote standardization and technical accuracy within the specifications and provide a central point of contact for bidders with questions. Once the specifications are developed and forwarded back to the Highway Commissioner, it is important to ensure that any changes

are communicated back to the team that developed them to discuss necessary adjustments.

Recommendation #42: One technical improvement that is highly suggested is to call for extended "bumper-to-bumper" warranties whenever they are available. This serves to minimize costs over the life of each unit because of paying for tomorrow's repairs with today's dollars. It also serves to help maintain level mechanic staff requirements over time because some of the workload is shifted to the dealer, especially as the units age.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 59

March 21, 2006

VIII. ORGANIZATIONAL REDESIGN

A. Summary of Recommended Changes

The Highway Department currently has two vacant positions as a result of recent retirements – the Patrol Superintendent and one Operator II. Based on the findings and analysis presented in this report, we recommend that the County not fill these positions. The Patrol Superintendent is recommended for elimination because the overall supervisory levels within the Highway Department for maintenance and construction services do not warrant three individuals. The current Engineer Technician/Assistant Patrol Superintendent should be reclassified as the Patrol Superintendent, and the Pavement and Marking Supervisor should be re-titled Assistant Patrol Superintendent to reflect a broader level of responsibility for overseeing crews for all field responsibilities. Additionally, the report recommended the elimination of two additional Operator II positions as the Highway Department refocuses on core maintenance functions.

The other staffing related recommendation focused on improving the level of expertise and support of the business functions of the Highway Department. To accomplish this, the report recommends eliminating the represented Office Manager position and creating a nonrepresented

Operations Manager who would have oversight of all business and support functions for the Highway Department, including management of the Shop. To help in the effective transition of operations and implementation, it may be beneficial for the County to approve hiring the Operations Manager before it eliminates the Office Manager position. This will allow this new individual to evaluate the overall workload and workflow, gauge organization and process strengths and weaknesses, and ensure that functional responsibilities are adequately covered. **This should only be a transitional step, since we do not believe the workload justifies three positions in the business office.**

In total, the report recommends a reduction of 4 FTE as shown in **Figure 23**.

Figure 23

Summary of Current Authorized vs. Recommended Full-time Staffing

Current FT

Staffing

Position

Proposed FT

Staffing

Management

1.0 Highway Commissioner 1.0

1.0 Total Management 1.0

Administrative & Support Services

0.0 Operations Manager 1.0

1.0 Office Manager 0.0

1.0 Account Clerk 1.0

1.0 Shop Foreman 1.0

3.0 Mechanic 3.0

6.0 Total Administrative & Support Services 6.0

Maintenance & Construction

1.0 Patrol Superintendent 1.0

0.0 Assistant Patrol Superintendent 1.0

1.0 Engineer Technician/Assistant Patrol Superintendent 0.0
1.0 Sign & Marking Supervisor 0.0
2.0 Crew Leadworker 2.0
19.0 Class II Operators 16.0

24.0 Total Maintenance & Construction 20.0

31.0 Total Full-time Employees 27.0

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 60

March 21, 2006

Figure 24 presents an updated organizational chart for the Highway Department based on this staffing plan.

Figure 24

Recommended Highway Department Organizational Chart

B. Fiscal Impact of Recommended Position Reductions

Figure 25 provides a summary of the potential fiscal impact in terms of salary and fringe benefit savings the County would realize if the recommendations are implemented. This analysis is based on the current wage rates on the current pay scale indicated in the collective bargaining agreements. While the analysis is based on the elimination of positions in specific job classifications, it should be noted that the actual fiscal savings will be impacted by many things, including how “bumping” of staff based on seniority proceeds.

Figure 25

Fiscal Impact of Recommended Position Reductions

Position

Potential

Change

Wage

Rate

Compensated

Hours Total Wages

Total

Fringes

Total Fiscal

Effect

Patrol Superintendent -1 20.68 2,080 (43,014.40) (22,516.33) (65,530.73)

Class II Operators -3 18.01 2,080 (112,382.40) (64,275.14) (176,657.54)

Office Manager -1 16.52 2,080 (34,361.60) (20,816.05) (55,177.65)

Operations Manager 1 20.68 2,080 43,014.40 22,516.33 65,530.73

-4 (146,744.00) \$ (85,091.20) \$ (231,835.20) \$

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP 61

March 21, 2006

Based on the assumptions used in the above information, the County could expect to see a reduction in salary and benefit costs of just under \$232,000 annually as a result of the staffing recommendations. In the short-term, this savings will potentially be offset by the cost of unemployment compensation if the reductions are gained through layoffs. Should this occur, and individuals laid off file for unemployment compensation, the County would have to pay up to \$25,662 for the 3 positions that are currently filled for twenty-six weeks, at \$329 per week. Alternatively, the County may reduce the Highway Department's staffing through attrition over the course of the next one to three years. Regardless of the method followed, it is important that the County establish a timeline for implementing these position reductions to gain the overall efficiencies in both operations and costs as discussed in this report.

In addition to the staff related savings, the County may also experience a reduction in expenditures as a result of the elimination of vehicles and equipment. These savings are more difficult to quantify since the reductions in the number and type of equipment will be based on the prioritization of core functions and the determination of what types of equipment are necessary to perform these activities. Additionally, the County would experience one-time

revenues if these items are disposed through a sale to an outside party. This could total a few hundred thousand dollars if some of the equipment listed in Figure 16 were sold.

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP

March 21, 2006

APPENDIX A

SUMMARY OF OPERATING EXPENDITURES BY MAJOR FUNCTION

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP

March 21, 2006

2003 2004 2005

HIGHWAY DEPARTMENT SUPPORT FUNCTIONS

Administration

Regular Wages \$87,976 \$170,738 \$127,444

Overtime Wages 64 1,243 2,303

Fringe Benefits 49,642 122,527 111,405

Small Tools 0 0 0

Equipment 3,018 3,420 0

Materials 2,824 0 0

Other Operating Expenses 85,327 122,522 96,276

Total \$228,851 \$420,450 \$337,429

Patrol Supervision

Regular Wages \$40,984 \$41,485 \$42,181

Overtime Wages 0 0 0

Fringe Benefits 23,057 29,486 36,392

Small Tools 0 0 0

Equipment 10,877 11,039 13,012

Materials 0 0 0

Other Operating Expenses 3,166 2,657 2,745

Total \$78,084 \$84,667 \$94,330

Other Support Expenses

Radio Expenses 6,159 7,655 16,278

General Liability Insurance 32,747 49,858 51,004

Cost Pools (Net) (83,295) 317,606 228,868

Total (\$44,390) \$375,119 \$296,150

TOTAL DEPARTMENT SUPPORT \$262,545 \$880,236 727,909

STATE HIGHWAY SYSTEM

State Highway Maintenance

Regular Wages \$180,760 \$129,378 \$128,582

Overtime Wages 23,169 15,632 13,747

Fringe Benefits 114,911 103,193 123,875

Small Tools 8,177 6,238 6,655

Equipment 256,017 196,149 210,301

Materials 217,221 5,838 14,784

Other Operating Expenses 213,299 383,119 251,629

Total \$1,013,554 \$839,548 \$749,574

State Highway Winter Maintenance

Regular Wages \$31,088 \$31,720 \$32,358

Overtime Wages 11,675 11,456 21,348

Fringe Benefits 23,989 30,220 45,357

Small Tools 1,755 1,854 2,477

Equipment 93,542 78,505 96,779

Materials 1,397 108 2,407

Other Operating Expenses 11,693 71,559 23,132

Total \$175,138 \$225,423 \$223,857

TOTAL STATE HIGHWAYS 1,188,692 1,064,971 973,431

COUNTY HIGHWAY SYSTEM

County Highway Maintenance

Regular Wages \$328,701 \$214,097 \$151,433

Overtime Wages 19,094 15,410 6,342

Fringe Benefits 195,101 162,885 136,908

Small Tools 14,273 9,870 7,367

Equipment 277,778 214,466 148,012

Materials 399,883 165,528 16,519

Other Operating Expenses 1,186,918 1,344,027 255,491

Total \$2,421,747 \$2,126,282 \$722,073

County Highway Winter Maintenance

Regular Wages \$56,004 \$65,727 \$75,650

Overtime Wages 23,168 21,341 35,605

Fringe Benefits 44,534 60,418 93,149

Small Tools 3,204 3,736 5,110

Equipment 141,919 152,812 221,863

Materials 145,598 137,123 247,734

Other Operating Expenses (3,698) (21,819) 159

Total \$410,728 \$419,338 \$679,270

Adams County Highway Department

County Operating Expenditures by Major Function

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP

March 21, 2006

2003 2004 2005

County Highway Construction

Regular Wages \$92,471 \$105,900 \$201,778

Overtime Wages 9,571 3,990 40,937

Fringe Benefits 57,964 79,164 209,529

Small Tools 3,917 4,733 11,306

Equipment 122,208 129,824 370,886

Materials 64,270 18,517 482,769

Other Operating Expenses 1,107,918 1,438,559 4,755,065

Total \$1,458,319 \$1,780,688 \$6,072,271

TOTAL COUNTY HIGHWAYS \$4,290,794 \$4,326,307 \$7,473,614

LOCAL MUNICIPAL ROAD SYSTEM

Local Government Road Maintenance

Regular Wages \$26,908 \$8,211 \$8,665

Overtime Wages 2,167 2,210 1,180

Fringe Benefits 16,261 7,381 8,492

Small Tools 1,212 448 458

Equipment 47,849 13,900 15,168

Materials 181,820 40,691 59,776

Other Operating Expenses 23,278 24,892 15,796

Total \$299,494 \$97,734 \$109,535

Local Municipal Winter Maintenance

Regular Wages \$14,635 \$14,594 \$13,261

Overtime Wages 8,587 10,123 18,126

Fringe Benefits 13,086 16,627 25,444

Small Tools 931 1,057 1,421

Equipment 50,223 52,527 67,563

Materials 38,495 35,177 72,474

Other Operating Expenses 324 172 281

Total \$126,281 \$130,276 \$198,570

Local Municipal Road & Bridge Aids

Local Road & Bridge Aids \$196,976 \$5,225 \$23,559

Total \$196,976 \$5,225 \$23,559

TOTAL LOCAL MUNICIPALITIES \$622,751 \$233,235 \$331,663

SERVICES TO OTHER CUSTOMERS

Maintenance Services-County Departments

Regular Wages \$6,974 \$3,448 \$1,791

Overtime Wages 92 56 217

Fringe Benefits 3,950 2,502 1,714

Small Tools 295 151 93

Equipment 6,500 5,131 1,940

Materials 11,521 3,299 3,669

Other Operating Expenses 89,008 16,575 30,001

Total \$118,340 \$31,161 \$39,425

Maintenance Services-Non-County Entities

Regular Wages \$52,904 \$38,016 \$51,356

Overtime Wages 23,896 12,913 13,698

Fringe Benefits 42,870 36,617 56,652

Small Tools 3,231 2,193 3,043

Equipment 197,592 113,504 163,193

Materials 123,328 84,776 47,371

Other Operating Expenses 52,160 140,927 140,101

Total \$495,981 \$428,945 \$475,414

TOTAL OTHER CUSTOMERS \$614,320 \$460,106 \$514,839

TOTAL HIGHWAY DEPARTMENT \$6,979,102 \$6,964,856 10,021,456

Source: Highway Department CHEMS General Ledger Report and 2005 Audit Entries.

Adams County Highway Department

County Operating Expenditures by Major Function

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP

March 21, 2006

APPENDIX B

SUMMARY OF RESPONSES TO SELECTED OPEN-ENDED QUESTIONS FROM SURVEY OF ADAMS COUNTY MUNICIPALITIES

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP

March 21, 2006

Adams County Highway

Responses to Local Municipal Survey

Questions 11, 12, and 13

Question 11: If your municipality does not use the County Highway Department, what are the primary reasons?

1. We share equipment and operator for roadside mowing with a neighbor town. Lower cost to use outside contractors with accurate bids to choose from.
2. Cost
3. Cost & quality of work. We have a contractor with a asphalt plant and gravel pit in our town, this will usually make them the most price competitive. Also all they do is roadwork so I think quality should be better. We own our own mower, plow trucks, and have our own road crew to perform other services.
4. Have never received a price from County for these other services.
5. We are using a private contractor that lives in our Township.
6. Costs -- overtime costs -- with the wages they ask for we can't afford them.
7. Bidding
8. To many employees on job, equipment on job, no one doing anything, no one in charge on job to get PRODUCTION.
9. Cost responsiveness.
10. We have to advertise for prices by bids or quotes as previously noted above.
11. Cost of services. Town has equipment and personnel to complete jobs.
12. Satisfaction with contractors used in the past.
13. None
14. None
15. Cost, no guarantee.
16. We find the independent contractors more responsive and a better diversity of services and materials.

Question 12: If your municipality does not use the County Highway Department, under what conditions would your municipality consider utilizing the County Highway Department's services in the future?

1. Accurate bid (we understand law does not allow this) but we feel it could be closer to bids by private concerns. -- lower costs
2. Cost
3. None
4. Cost concerns, such as liability costs by using our own crews.
5. Cost. Availability to do timely
6. We would use the County Highway Dept. as a secondary source if our contractor could not perform the duties
7. Lower costs
8. Biding
9. Be cost competitive
10. Cost responsiveness.
11. None

Adams County Highway Department Operations Study

Virchow Krause & Company, LLP

March 21, 2006

12. Pavement marking only. Emergency source only.

13. None. There seems to be general loyalty to and satisfaction with the contractors who do

work for the Town. They've been dependable and competent.

14. None

15. None

16. Less cost

Question 13: What concerns do you most often hear voiced by your residents relative to services provided by the County Highway Department?

1. High Cost.

2. None

3. For whatever reason there seems to be a general mistrust of Adams County Government. This is then transferred (unjustly I might add) to whatever service the County may provide whether it is road, garbage, etc.

4. Snow removal - slow.

5. They think the dept. should be quicker in their response.

6. Very satisfied -- they mentioned at the last meeting that they hoped the person who did our snow removal last year was assigned to our Town this winter.

7. Good job.

8. No production. No leadership on job. Everyone standing around.

9. They have more work than people. County and State roads being serviced first.

10. Would like to have snow removal on township roads sooner.

11. Time completion of projects. Communications.

12. They seem pleased with the condition of County roads - Highways B, Q & P.

13. None

14. None

15. They should do their own work, not contract work out.

16. The most complaints come during winter months, generally it's about the time it takes to get roads plowed. We don't fault the counties efforts, some people don't realize someone has to be last and with cutbacks in funds service is somewhat curtailed.

ADAMS COUNTY RULES OF THE BOARD

ADAMS COUNTY RULES OF THE BOARD

TABLE OF CONTENTS

RULE I: COUNTY BOARD OF SUPERVISORS.....	2
RULE II: TERM OF OFFICE.....	2
RULE III: ORGANIZATIONAL MEETING.....	2
RULE IV: CALL OF THE ROLL.....	2
RULE V: VOTING	2
RULE VI: RULES OF THE BOARD.....	2
RULE VII: ELECTION OF OFFICERS.....	3
RULE VIII: COMMITTEE ON APPOINTMENTS.....	3
RULE IX: DUTIES OF THE CHAIR OF THE COUNTY BOARD	3
RULE X: DUTIES OF THE 1 ST VICE CHAIR AND 2 ND VICE CHAIR.....	3
RULE XI: ABSENCE OF THE CHAIR, 1 ST VICE CHAIR, AND 2 ND VICE CHAIR	4
RULE XII: COUNTY BOARD VACANCY.....	4
RULE XIII: TIME AND PLACE OF MEETINGS	4
RULE XIV: SPECIAL MEETING	4
RULE XV: ATTENDANCE.....	5
RULE XVI: QUORUM.....	5
RULE XVII: OPEN MEETINGS	5
RULE XVIII: REIMBURSEMENT FOR SERVICES	6
RULE XIX: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES.....	7
RULE XX: COMMITTEES, BOARDS AND COMMISSIONS	8
RULE XXI: COMMITTEE ORGANIZATION	23
RULE XXII: RESOLUTIONS AND ORDINANCES	23
RULE XXIII: HOME RULE.....	24
RULE XXIV: PARLIAMENTARY PROCEDURE.....	24
RULE XXV: FUNDING.....	26
RULE XXVI: NEW POSITIONS	26
RULE XXVII: SELLING PROPERTY	26
RULE XXVIII: COUNTY CONTRACTS AND LEASE AGREEMENTS.....	27
RULE XXIX: CLAIMS	27
RULE XXX: RULES IN VIOLATION OF LAW.....	27
RULE XXXI: RULE CHANGE	27
RULE XXXII: DEFINITIONS	27

RULE I: COUNTY BOARD OF SUPERVISORS

The governing body shall be known as "Adams County Board of Supervisors" and shall from this point forward be called the "County Board". The County Board shall consist of twenty (20) Supervisors representing twenty (20) Districts within Adams County.

RULE II: TERM OF OFFICE

The County Board shall serve a two (2) year term expiring on the third (3rd) Tuesday in April in the even numbered years.

RULE III: ORGANIZATIONAL MEETING

At the beginning of a new term of a new County Board, the first meeting will be an Organizational Meeting. The meeting will be held the third (3rd) Tuesday in April in even numbered years. The order of business for this meeting will be as follows:

1. Call the meeting to Order by the County Clerk
2. County Clerk to indicate if the Meeting was properly announced
3. Reading of the Certificate of Membership by the County Clerk
4. Administration of the Oath of Office
5. Roll Call
6. Moment of Silence
7. Pledge of Allegiance
8. Approve the Agenda
9. Adoption of Rules of the Board of the Adams County Board of Supervisors
10. Election of the County Board Chair (two (2) year term)
11. Election of 1st Vice-Chair (two (2) year term)
12. Election of 2nd Vice-Chair (two (2) year term)
13. Go to regular business under Rule XIX.

RULE IV: CALL OF THE ROLL

Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the members.

RULE V: VOTING

All Supervisors present at any meeting of the County Board shall be required to vote unless excused by the Chair or a majority vote of the County Board. Voting shall be done electronically, unless it is requested by the Chair to have a voice vote. A vote on any question shall be taken by roll call when called for by any member of the County Board and shall be recorded in the minutes by the County Clerk.

Anytime the County Board or a Committee votes on any matter, the Chair, Secretary, or Recording Secretary of the Committee shall record the member's votes and enter it into the meeting minutes.

RULE VI: RULES OF THE BOARD

The Rules of the Board are adopted with each new County Board at the Organizational Meeting and shall govern the County Board for its term in Office.

RULE VII: ELECTION OF OFFICERS

The County Board shall, on the third (3rd) Tuesday of April, in the even numbered years, elect, by secret ballot according to §19.88(1), Wisconsin Statutes, a Chair, 1st Vice Chair and 2nd Vice Chair, to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the Chair is elected:

- A. Secret ballots shall be used for the nominating ballot followed by formal ballots until a majority vote of the members present elects such Officers.
- B. Only persons named on a nominating ballot shall be considered during a formal ballot and any ballot cast in violation of this Rule shall be considered void.
- C. Each position shall be voted on by separate ballot and each nominee may speak for three (3) minutes.
- D. In the event a candidate does not obtain a majority vote, then the candidate receiving the lowest number of votes shall be eliminated from consideration, and the election shall continue until a majority vote is obtained.

RULE VIII: COMMITTEE ON APPOINTMENTS

Committee on Appointments shall consist of the County Board Chair, 1st Vice Chair, 2nd Vice Chair, and the County Administrator. The Committee's responsibility is to assist the County Administrator in making appointments for all Committees. The County Administrator shall appoint all members of Committees, subject to confirmation of the County Board. These initial appointments shall occur at the first meeting of the County Board following the Organizational Meeting held in April of even numbered years.

RULE IX: DUTIES OF THE CHAIR OF THE COUNTY BOARD

The County Board Chair preserves the order of the County Board, and shall decide all the questions of order, subject to an appeal of the County Board. The Chair may excuse the attendance of members and the excuse shall be entered into the minutes of the County Board. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the County Board, except questions on appeal from his decisions, and his vote shall be recorded with the rest. The Chair shall be an ex-officio member of all Committees, but may vote only in the absence of a member of the Committee. The Chair shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies. The Chair shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point. The Chair shall ensure the other Supervisors are informed of current and pending County Board issues and processes. The Chair, or designee, shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.

The Chair is a member of the County Board, and has the same rights in debate as any other member. However, the Chair is also obligated to maintain impartiality when presiding over the County Board. If the Chair wants to discuss issues on the floor, the Chair must relinquish his seat before addressing the County Board. The 1st Vice Chair or 2nd Vice Chair will then assume the Chair for the duration of the discussion and action on the agenda item.

RULE X: DUTIES OF THE 1ST VICE CHAIR AND 2ND VICE CHAIR

The 1st Vice Chair shall assume the duties of the Chair in the event of the Chair's temporary absence. A temporary absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of ninety (90) days or less.

The 1st Vice Chair shall assume the duties of the Chair in the event the Chair relinquishes his seat to address the Board. At the conclusion of the discussion and action of the agenda item in which the Chair addressed the County Board, the Chair may resume his seat.

The 1st Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. A permanent absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of time that exceeds ninety (90) days. The 2nd Vice Chair shall be moved to 1st Vice Chair position and an election, as provided in Rule VII, shall be held to elect a new 2nd Vice Chair for the remainder of the term.

In the event the Chair and the 1st Vice Chair are absent for the above-mentioned reasons, the 2nd Vice Chair shall assume the Chair's duties and responsibilities.

RULE XI: ABSENCE OF THE CHAIR, 1ST VICE CHAIR, AND 2ND VICE CHAIR

In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to order, and the County Board shall then elect, as provided in Rule VII, one (1) of the members as temporary Chair.

RULE XII: COUNTY BOARD VACANCY

In the event of a vacancy on the County Board, the County Administrator shall appoint a person who is a qualified elector and resident of that supervisory district to fill the vacancy for the unexpired portion of the term, pursuant §59.10(3)(d) and §59.18(2)(c), Wisconsin Statutes. The County Administrator, at the next County Board meeting, shall recommend approving the appointment. If the County Board disapproves the appointment, any member of the County Board, at the same meeting, may offer nominations to fill the vacancy subject to the approval of the County Board. Any person appointed to the County Board under this paragraph shall take Office upon being approved by the County Board and sworn in by the Judge; in the Judge's absence, the Court Commissioner or the County Clerk shall assume the responsibility.

RULE XIII: TIME AND PLACE OF MEETINGS

The County Board shall meet on the following dates:

- A. The third (3rd) Tuesday in April in the even numbered years shall be the Organizational Meeting.
- B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in each year, unless either such meeting is adjourned in accordance with § 59.11(1), Wisconsin Statutes.
- C. The third (3rd) Tuesday in each month unless otherwise designated by a majority vote of the Board.

All meetings shall begin at 9:30 a.m. or 7:00 p.m., unless a different hour is specified by a majority vote of the County Board. The place of the meetings shall be in the County Board Room of the Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a majority vote of the County Board.

RULE XIV: SPECIAL MEETING

The County Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting, and must be delivered to the County Clerk at least forty-eight (48) hours before the meeting. The request shall also list the reason(s) for canceling, postponing, or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail, fax, email, or telephone of the date and time of the meeting.

In the case of an emergency, the Chair, 1st Vice Chair, or 2nd Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the date, time and place and be delivered to the County Clerk at least twenty-four (24) hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date and time of the meeting.

RULE XV: ATTENDANCE

Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4), Wisconsin Statutes. If a Supervisor cannot attend a regularly scheduled Board meeting, the Supervisor shall contact the Chair or County Clerk at least two (2) days prior to the meeting with an explanation of the absence. The Supervisor's absences shall be entered in the County Board minutes as excused. If circumstances render advance notice of the absence impossible due to an emergency, the Supervisor shall contact the Chair within one (1) week of the absence. At the next meeting, the Chair shall enter into the minute that the Supervisor was excused.

The above attendance rules also apply to Committees, with the exception that only the Committee Chair shall be contacted and approve any absences.

Unexcused Absences. An unexcused absence from any County Board meeting by a Supervisor, depending upon the circumstances, shall subject such Supervisor to suspension or expulsion from the County Board upon two-thirds ($\frac{2}{3}$) vote of the members present. Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.

A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. Only the Committee Chair may excuse absences. Excused and unexcused absences must be documented in the minutes. The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds ($\frac{2}{3}$) vote of the members present.

If a Supervisor is excused from a Committee meeting, the County Board Chair may act in place of the excused Supervisor for that meeting.

RULE XVI: QUORUM

A majority of Supervisors or Committee members shall constitute a quorum.

RULE XVII: OPEN MEETINGS

The public is entitled to the fullest and most complete information regarding the affairs of County Government as is compatible with the conduct of County affairs and the transaction of County business. The Wisconsin Statutes are to be complied with, by all members, at all meetings. The County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin Statutes, and timely notification of all public meetings, date, time, place, and subject matter shall be given, including the topics for any contemplated closed session, as provided by Wisconsin Statutes.

- A. **Confidential Relationships.** Supervisors shall be allowed attendance at closed session meetings. A legally constituted Committee of the County may lawfully vote to exclude any Supervisor not a member of that Committee from a lawfully closed session, pursuant to §19.89, Wisconsin Statutes.
- B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed session of the County Board or Committee of the County Board shall maintain the confidentiality of the proceedings during that closed session, and shall not disclose the events of the closed session to any person not admitted to the closed session without approval of the County Board or Committee that held the session. All County Board Supervisors and members of Committees

shall comply with Open Meetings Law, pursuant §19.91 and §19.96, Wisconsin Statutes.

- C. **Agendas.** Agendas of all meetings shall be noticed at least twenty-four (24) hours in advance of the meeting with the County Clerk's office and any news media and those who request agendas. In an emergency a meeting may be called but requires approval of the Corporation Counsel and shall be noticed at least two (2) hours prior to the meeting.
- D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall be provided to the Supervisors with the next month's County Board packet. Minutes of all Committee meetings shall be signed by the Chair, Secretary or Recording Secretary and filed with the County Clerk's Office within five (5) working days of the meeting and shall include all attachments presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

RULE XVIII: REIMBURSEMENT FOR SERVICES

No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem payments shall be allowed for actual attendance by a Supervisor at any of the following:

- A. A meeting of the County Board.
- B. A meeting of any County Board standing or ad hoc Committee of which the Supervisor is a member, or which the Supervisor was directed by the County Board or the Board Chair to attend, or which the Supervisor was invited by the Committee's Chair to attend to represent that Supervisor's Committee on a matter within the jurisdiction of that Supervisor's Committee.
- C. A meeting of any other group or organization to which the Supervisor has been appointed with the consent and approval of the Board.
- D. A public hearing if the County Board or a Committee has approved that Supervisor's attendance, in advance, as reflected in the minutes of such body.
- E. A seminar or conference at which attendance of the Supervisor has been approved.
- F. Travel days prior to the start of or after the end of a conference or an event, providing the event is over sixty (60) miles from the County Seat and the meeting starts before 8:30 a.m. or ends after 3:00 p.m.

No per diem compensation or travel expenses shall be allowed for meetings, seminars, conferences, or other events outside of the State of Wisconsin unless specifically approved by a majority vote of the County Board. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or if no business is transacted at that meeting. No per diem payments shall be allowed for attendance at Town Board meetings.

The per diem rate for attendance at County Board meetings is forty-five dollars (\$45.00). The per diem rate for attendance at all other meetings and events is thirty-five dollars (\$35.00).

No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day except as follows:

- A. If the Supervisor attends different meetings on the same day, and there is a gap of one and one-half hours (1 ½) or longer between adjournment of one (1) meeting and the commencement of the other meeting, then per diem payments may be allowed for each meeting that day.
- B. If a meeting lasts five (5) hours or more on the same day, an additional per diem payment of fifteen dollars (\$15.00) in addition to the rate specified in shall be paid.
- C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap less than one and one-half (1½) hours between adjournment of one (1) meeting and the commencement of the other meeting, then an additional per diem payment of fifteen dollars (\$15.00) for that second or subsequent meeting shall be paid.

Mileage, Meals, and Lodging. All mileage shall be reimbursed at the rate set by the Internal Revenue Service. Supervisors shall be paid mileage for all County Board and Committee meetings. Supervisors shall be paid for meals and lodging as provided in the Personnel Policies.

Expense Vouchers. Expense vouchers shall include only expenses incurred prior to the end of the preceding month and shall be submitted to the County Clerk's Office on the Friday before the County Board meeting.

RULE XIX: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES

County Board Agenda. All Resolutions and Ordinances shall be delivered to the County Clerk seven (7) days prior to the County Board meeting. The County Clerk shall, at least four (4) days before each meeting of the County Board, present to each Supervisor written minutes of the previous County Board meeting and an itemized agenda of the matters to be considered by the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda. Copies of all Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and written minutes of the previous meeting. At the beginning of the meeting, the County Board shall approve the minutes of the previous meeting. On the last day of the Session, the minutes for that day shall be read by the County Clerk and, before the final adjournment, corrected by the County Board.

The order of business for all regular County Board meetings may be as follows:

1. *Call to Order by the Chair*
2. *Was the meeting properly announced?*
3. *Moment of Silence*
4. *Pledge of allegiance*
5. *Roll Call*
6. *Approval of Minutes*
7. *Public Participation*
8. *Announcement of Meetings, Agenda Changes, Report of Supervisors Previous Month Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims*
9. *Correspondence*
10. *Petitions*
11. *Appointments*
12. *Old Business (includes reconsideration of previous months action - see preceding months agenda.)*
13. *New Business*
14. *Review Committee Minutes*
15. *Resolutions*
16. *Ordinances*
17. *Per Diem and Mileage for this Meeting read by the County Clerk*
18. *Motion for County Clerk to Correct Errors*
19. *Set next meeting date*
20. *Closed Session, pursuant to Chapter 19, Wisconsin Statutes.*
21. *Adjournment and Time of Adjournment.*

Committee Agenda. The Home Committee Chair shall approve their meeting agendas when possible before it is sent to the Committee members. Agenda items generally listed as: any other business, any unfinished business, any new business, miscellaneous reports, or for the good of the Department, shall not be included. Items to be discussed shall identify the topic to be discussed with enough specificity so the members of the Committee and the public will know what will be discussed. If the item is not clearly identified, the Committee shall not discuss or take action on the issue. The following format shall be followed:

Date:

Time:

Place:

Agenda:

1. *Was the meeting properly announced?*
2. *Roll Call.*
3. *Approve the agenda.*
4. *Approve minutes (list date(s) of meeting(s)).*
5. *Public Participation (if requested by the Committee Chair).*
6. *Communications.*
7. *List items for action or discussion.*
8. *Report of Departments (List items for action).*
9. *Report of Committee Members (List items for action).*
10. *Set next meeting date.*
11. *Closed Session, pursuant to Chapter 19, Wisconsin Statute. (This shall have the approval of the Corporation Counsel as to contents.)*
12. *Adjournment and Time of Adjournment.*

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the (name of Department and phone number where they may call) at least twenty-four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee may be present, only the above Committee will take official action based on the above agenda.

Agendas for a Joint Committee Meeting. The Chairs of the Committees that have requested a joint meeting shall agree to the agenda items relating to the Joint Committee Meeting and relay that information to the appropriate Department Head. Each Committee involved in a Joint Committee Meeting shall be responsible for preparing their agenda for joint meeting. The Chairs of the Committees involved in a joint meeting shall determine who shall chair the meeting. The members of all Committees involved in a Joint Committee meeting may make motions and vote on all agenda items.

Minutes. Each Supervisor shall read the minutes of the previous Board meeting either in the County newspaper or in the copy sent to them by the County Clerk before the County Board meeting. Any appropriate corrections or alterations of such minutes will be made at the succeeding County Board or Committee meeting. The minutes of the County Board meetings will be printed in the County Board Proceeding Book. All minutes shall include the time of adjournment.

The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases where an order, motion, or resolution shall be entered on the minutes of the Board, the name of the Supervisor moving the same, and the name of the Supervisor seconding, shall be entered on the minutes.

RULE XX: COMMITTEES, BOARDS AND COMMISSIONS

After the initial appointment to the Committees, the County Administrator subject to confirmation by the County Board shall make all future appointments. The County Board and Committee Duties and Structure shall be as follows:

COUNTY BOARD GENERAL DUTIES

- A. The County Board shall establish all County Policies.

- B. The following items require approval beyond the standing committee level.
1. **Budgetary Oversight.** Review, amend and approve the annual County budget per §65.90, Wisconsin Statutes.
 2. **Personnel Oversight.**
 - a. All modifications of County positions require approval of the County Board through the annual budget, including but not limited to:
 - (1) Creation of new positions
 - (2) Increase hours
 - (3) Change pay rates
 - b. Personnel changes not anticipated in the annual budget process, require the approval of:
 - (1) Governing Standing Committee
 - (2) Personnel Director
 - (3) County Administrator
 - (4) County Board
 - c. The Personnel and General Administrative Policies.
 - d. Confirm the appointment of non-elected Department Heads by a majority vote.
 3. **Collective Bargaining Agreements.** Approval of collective bargaining agreements requires a majority vote of the County Board.
 4. **Transfer of Funds.** Items requiring a transfer of funds from the General Fund, requires County Board approval. A two-thirds ($\frac{2}{3}$) vote of the elected County Board members is required for approval of transfers from:
 - a. General Fund
 - b. Contingency Fund
 - c. Any Departmental account in excess of \$10,000.00 or 10% of a Department's original adopted budget in accordance with §65.90(5)(b), Wisconsin Statutes.
 5. **Grant Acceptances involving:**
 - a. Hiring of new personnel
 - b. County funds
 - c. Public works expenditures requiring formal specifications, public notices or bids per §59.52(29)(a), Wisconsin Statutes, require the approval of the appropriate Standing Committee and County Board unless State Statutes delegate acceptance authority to the Standing Committee.
 - d. The County Board may approve continuation of a grant-funded position, or any portion of the position upon the termination of grant funds.
 6. **Establish Committees, Boards and Commissions.** In keeping with the purpose and objective of the Committee, to satisfy statutory requirements, and to encourage community involvement. Appointments to Boards, Commissions, and Ad Hoc Groups shall be:
 - a. Recommended by the County Administrator per §59.18(2)(c), Wisconsin Statutes.
 - b. Confirmed by the County Board with a majority vote.

STANDING COMMITTEES GENERAL DUTIES

- A. At the first organizational meeting of the County Board of Supervisors, the Committee shall elect a Chair, Vice Chair, and a Secretary. The Committee may also appoint a Recording Secretary.
- B. Review the annual budget for County Departments within the Committee's oversight, and refer to the County Administrator for further action.
- C. Review of Department financial reports for each of the County Departments within the Committee's oversight.

D. Direct and guide Policy and accountability of the Departments within the Committee's oversight.

E. Approve action items including but not limited to:

1. Departmental budget
2. Departmental policies and procedures
3. Staffing levels and hours
4. New positions
5. Capital purchases greater than \$10,000.00
6. Grant applications and acceptances
7. Establish Departmental fee schedules
8. Conduct short and long range planning
9. Establish Departmental short and long range goals.

F. Approve intergovernmental agreements and contracts as necessary or as otherwise authorized by law.

G. Bring forth resolutions and ordinances for action by the County Board.

ADMINISTRATIVE & FINANCE COMMITTEE

A. **Membership.** The Administrative & Finance Committee shall be comprised of five (5) County Board Supervisors.

B. **Oversight.** The Administrative & Finance Committee shall confer and have policy making responsibilities for the following Departments: County Clerk, County Treasurer, Library, and MIS.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. Examine all claims against the County.
2. Provides oversight for all routine County financial matters including review and approval of: audit reports, investments, insurance policies, bonding, contingency funds, and recommends budget amendments to the County Board.
3. Approve transfer of funds to County Departments of up to \$10,000.00 or 10% of the Department's original adopted budget with a majority vote in accordance with §65.90(5)(b), Wisconsin Statutes.
4. Approve transfer of funds between Department individual accounts, with no change in the overall budget, by a majority vote.
5. Review and recommend to the County Board, transfers from the General Fund, pursuant §65.90(5)(a), Wisconsin Statutes.
6. Review and recommend changes of the annual budget to the County Administrator, prior to submittal to the County Board for adoption.
7. Review on a monthly basis the Treasurer's report on County investment activities per §59.62, Wisconsin Statutes.
8. Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, and authorizing debt repayment.
9. Appraise and advertise lands acquired by tax deed or by in rem proceedings, pursuant §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax deed or in rem proceedings, requires approval of the County Board.
10. Receive Library Board reports pursuant to §43.58(6), Wisconsin Statutes.
11. The Library Director shall report to the Committee as requested on operations of the County Library.
12. Approve the implementation of a five (5) year technology plan for the County.

13. Review and update all computer and technological policies.
14. Review and update any County printing policies and procedures.
15. General policy making responsibilities for all building, remodeling, improvements or fixtures on County property, personal property and real estate, whether owned or leased, and operations, repairs and upkeep of such real estate.

D. **Sub Committees, Boards, and Commissions.** The Administrative & Finance Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Library Board.

1. **Library Board.**

- a. **Membership.** Pursuant to §43.57(4)(b), Wisconsin Statutes, a seven (7) member Library Board shall be appointed, which shall consist of at least:
 - (1) One (1) school district administrator of a school district located in whole or in part of the County or that school district administrator's designee.
 - (2) Two (2) County Board Supervisors.
 - (3) Representatives of existing Library Boards under §43.57(4)(b), Wisconsin Statutes, and persons residing in municipalities not served by Libraries.
- b. **Duties and Responsibilities.** Pursuant to §43.58, Wisconsin Statutes, the duties are assigned to the Library Board.

EXECUTIVE COMMITTEE

- A. **Membership.** The Executive Committee shall be comprised of five (5) County Board Supervisors, which shall consist of:
 1. County Board Chair
 2. First (1st) Vice Chair
 3. Second (2nd) Vice Chair
 4. Two (2) appointed County Board Supervisors.
- B. **Oversight.** The Executive Committee shall confer and have policy-making responsibilities for the following Departments: Corporation Counsel/Personnel and County Administrator.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 1. Interview up to three (3) candidates recommended by the County Administrator for appointment to the position of Department Head. The County Administrator shall recommend an appointee for the position of Department Head to the County Board for confirmation.
 2. Interview candidates recommended by the Personnel Director for the position of County Administrator. The Executive Committee shall recommend an appointee for the position of County Administrator to the County Board for confirmation.
 3. Responsible for review and implementation of the Rules of the Board and Personnel & General Administrative Policies.
 4. Introduce Policy Resolutions that are not the responsibility of another committee or that affect the County Government as a whole.
 5. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.
 6. Review proposed state and local legislation concerning County Government and make recommendations.
 7. Review, approve and update the County's mission and goals.
 8. Develop short and long range plans for the County.

9. Set parameters, goals, and give Policy directions to the County Administrator and Corporation Counsel/Personnel Director on collective bargaining issues. Prior to any contract being submitted to arbitration, the Corporation Counsel/Personnel Director shall meet with the Committee and discuss the status of negotiations and receive further direction.
10. All proposed union contracts shall be submitted to the Committee and County Board for final approval.
11. Reviews and recommends salaries, benefits and compensation structure for all personnel to the County Board for final approval.

D. Sub Committees, Boards, and Commissions. None.

HEALTH & HUMAN SERVICES BOARD

- A. **Membership.** The Health & Human Services Board shall be comprised of nine (9) members, which shall consist of:
 1. Five (5) shall be County Board Supervisors.
 2. Four (4) shall be individuals who are not elected officials or employees of the County. These members shall be comprised of the following:
 - a. An individual who receives or has received human services, or shall be a family member of such an individual, and who has demonstrated interest or competence in the field of public or community health.
 - b. A good faith effort shall be made to appoint a Physician.
 - c. A good faith effort shall be made to appoint a Registered Nurse.
 - d. No public or private provider of services shall be appointed to the Health & Human Services Board.
 3. **Terms.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three (3) years, so arranged that as nearly as practicable, the terms of one-third ($\frac{1}{3}$) of the members shall expire each year.
- B. **Oversight.** The Health & Humans Services Board shall confer and have policy-making responsibilities, except as provided by law, for the following Departments: Health & Human Services and Veteran Services.
- C. **Duties and Responsibilities.** Created pursuant to §46.23(4)(a)1 and §46.23(4)(b)(2), Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:
 1. Oversee the Department and assure enforcement of the Health and Human Services Statutes, Rules, and Regulations.
 2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin Statutes.
 3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes.
 4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by §46.82(4)(d), Wisconsin Statutes.
 5. Develop Policies and authorize direction and planning for the delivery of all human services that meet the physical and mental health, social and economic needs of individuals and families; review the coordinated plan and budget; set priorities on program operations within the funding mechanisms provided by Federal, State, and County Government.
 6. Assess the health status of the citizens and recommend Policies that will improve the health status and assure that needed health services are provided.
- D. **Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health & Human Services Board. The Health & Human Services Board shall be responsible for interaction, communication and recommendations to the County Board with respect to the Finance Subcommittee, Service Evaluation Subcommittee, Human Resources Subcommittee, Aging Advisory Committee, Nutrition Advisory Committee,

Long Term Support Advisory Committee, W2 Steering Committee, Mental Health, AODA & Crisis Advisory Committee, Youth Services Advisory Committee, and Veteran Services Commission.

1. **Finance Subcommittee.**

- a. **Membership.** The Finance Subcommittee shall be comprised of five (5) members, at least four (4) of whom shall be County Board Supervisors.
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - (1) This is an advisory Committee, not a policy making Committee.
 - (2) Meetings will be held monthly.
 - (3) Review invoices and vouchers presented for payment to the Department. Following subcommittee review, a summary report will be prepared and presented to the Health & Human Services Board as a whole for approval at the next meeting.

2. **Service Evaluation Subcommittee.**

- a. **Membership.** The Service Evaluation Subcommittee shall be comprised of at least three (3), and no more than five (5) members.
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - (1) This is an advisory Committee, not a policy making Committee.
 - (2) Responsible for reviewing the products of the ongoing service evaluation efforts of the Department, including surveys of customer or consumer satisfaction, service utilization reports.
 - (3) Participates in the development and analysis of goals and objectives for each unit of the Department.

3. **Human Resources Subcommittee.**

- a. **Membership.** The Human Resources Subcommittee shall be comprised of three (3) members, two (2) of whom shall be County Board Supervisors. Membership on this subcommittee may vary as a function of the position to be filled and the interests and/or expertise of the Health & Human Services Board members.
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - (1) This is an advisory Committee, not a policy making Committee.
 - (2) Assist in the recruitment and retention of staff of the Department, including screening and interviewing of applicants for vacant positions, and recommending action to the full Health & Human Services Board.
 - (3) For recruitment, hiring, and disciplinary issues, the Director and relevant Unit Manager will participate, per County Policy.

4. **Aging Advisory Committee.**

- a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7) members, and include at least fifty percent (50%) of older individuals. At least five (5) members will be age sixty (60) and over, and five (5) shall be citizen members. The remaining members shall be the Aging Director and Director of the Health & Human Services Department. The membership should be representative of the varying socio-economic composition of the older population in the County.
- b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly practical, the terms of one-third ($\frac{1}{3}$) of the members shall expire each year. No member may serve more than two (2) consecutive three (3) year terms.

- c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
- (1) This is an advisory Committee, not a policy making Committee.
 - (2) Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging.
 - (3) Meetings are held quarterly.

5. **Nutrition Advisory Committee.**

- a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12) individuals which shall consist of the following:
- (1) Nine (9) nutrition program participants, with three (3) representing each meal site.
 - (2) Others representing the public interest, consisting of:
 - (a) One (1) County Board Supervisor
 - (b) Aging Director
 - (c) Director of the Health & Human Services Department
 - (3) Meal site participants shall elect members to serve on the Committee.
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
- (1) This is an advisory Committee, not a policy making Committee.
 - (2) Meetings shall be held every two months.
 - (3) Meetings shall provide opportunity for the Committee to address participant grievances and complaints.

6. **Long Term Support Advisory Committee.**

- a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at least thirteen (13) members, which shall consist of the following:
- (1) Two (2) County Board Supervisors
 - (2) Five (5) individuals receiving long-term support services (or a relative or guardian of such individuals) representing each of the groups eligible for Community Options Program funding (frail elderly, physical disabilities, developmental disabilities, chronic mental illness, and chemical dependence);
 - (3) One (1) representative from each of the following:
 - (a) County Health Department
 - (b) Commission on Aging
 - (c) Health & Human Services Department
 - (d) Local nursing home
 - (e) Local home health agency
 - (f) Local medical center.
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
- (1) This is an advisory Committee, not a policy making Committee.
 - (2) Meetings are held quarterly.
 - (3) The Long Term Support Advisory Committee, required under §2.02, Community Options Guidelines, is responsible for approval and oversight of the Community Options Plan (and annual updates).
 - (4) Assuring coordination of services among local service providers and long-term support programs,
 - (5) Evaluating service delivery.

7. **W2 Steering Committee.**
- a. **Membership.** The Wisconsin Works/W2 Steering Committee shall be comprised of at least twelve (12), but not more than fifteen (15) members, which shall consist of the following:
- (1) Representatives of local business interests.
 - (2) Two (2) members shall be County Board Supervisors.
 - (3) Staff of public employment and other human service providers including the County, serve as advisors to the Committee.
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
- (1) This is an advisory Committee, not a policy making Committee.
 - (2) Shall carry out the duties specified in §49.143(2)(a), Wisconsin Statutes.
 - (3) This is a public/private partnership established by each W2 agency to provide ties to the local community with strong leadership from the business sector.
 - (4) Assist the Department by establishing strong ties to local employers, creating and identifying job opportunities, developing employment strategies, promoting entrepreneurship, and providing mentoring.
8. **Mental Health, AODA, & Crisis Advisory Committee.**
- a. **Membership.** The Mental Health, AODA, & Crisis Advisory Committee shall be comprised of at least fifteen (15) and no more than twenty (20) members, which shall consist of the following representing:
- (1) Units of the Health & Human Services Department
 - (2) Veteran Services
 - (3) Law Enforcement
 - (4) Local hospital
 - (5) Advocacy groups (NAMI, AA/NA)
 - (6) Community Action
 - (7) Domestic Violence
 - (8) Charitable organizations (Salvation Army, United Way, local faith community)
 - (9) One (1) County Board Supervisor.
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
- (1) This is an advisory Committee, not a policy making Committee.
 - (2) Assists the Department and the Health & Human Services Board through advocacy for customers/clients, needs assessments, assurance of the coordination of services, and planning for responses to crisis situations experienced by persons with mental health and/or substance abuse issues.
 - (3) Through participation by those entities involved in supporting customers/clients, this Committee will be in a position to advise the Health & Human Services Board and staff regarding gaps in the service system, areas where services might be enhanced or expanded, and areas of duplication or overlap of services.
9. **Youth Services Advisory Committee.**
- a. **Membership.** The Youth Services Advisory Committee is comprised of staff members from the following areas:
- (1) Adams-Friendship Area Schools

- (2) Youth Services
- (3) Clinical Services
- (4) Public Health Units of the Health & Human Services Department
- (5) Law Enforcement
- (6) Head Start
- (7) University Extension
- (8) Other local service providers
- (9) Individuals interested in children's issues.

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

- (1) This is an advisory Committee, not a policy making Committee.
- (2) Meetings are held monthly during the school year.
- (3) The structure and function of this Committee is sufficiently flexible so that other groups may be invited to participate in discussions on more systemic issues.
- (4) Functions as an advisory body to the Health & Human Services Board and staff in the area of services to youth.

10. **Veteran Service Commission.** Separate pursuant to §45.12, Wisconsin Statutes.

a. **Membership.** The Veterans Service Commission shall be comprised of three (3) citizen members.

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

- (1) This is an advisory Commission, not a policy making Commission.
- (2) Meet at minimum two (2) times per year.
- (3) Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans pursuant to §45.10 through §45.15, Wisconsin Statutes.

PLANNING & DEVELOPMENT COMMITTEE

A. **Membership.** The Planning & Development Committee shall be comprised of five (5) County Board Supervisors and two (2) citizen members. Of the five (5) County Board Supervisors, two (2) shall be members of the Resources & Recreation Committee.

B. **Oversight.** The Planning & Development Committee shall confer and have policy making responsibilities for the following Departments: County Surveyor, Land & Water Conservation, Planning & Zoning, and Register of Deeds.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

- 1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation and animal waste management.
- 2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes.
- 3. Adopt standards and specifications for management practices to control erosion, sedimentation and non-point source water pollution.
- 4. Encourage research and education.
- 5. Review preventative and control measures for flood prevention and conservation.
- 6. Review agreements and contracts.
- 7. Promotes the development of comprehensive resource conservation programs to halt and reverse the depletion of soils, resources, and pollutions of its waters.

8. Promote activities needed to establish a Geographic Information System (GIS) program that meets the needs of the County, as well as the public.
9. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and maintain the following:
 - a. §59.69, Wisconsin Statutes, Zoning Ordinance.
 - b. §59.692, Wisconsin Statutes, Shoreland Zoning Ordinance.
 - c. §59, Wisconsin Statutes, Floodplain Zoning Ordinance.
 - d. §145.20, Wisconsin Statutes, Private Sewage Septic Ordinance.
 - e. §236.45, Wisconsin Statutes, Land Subdivision Regulations.
 - f. §59.69, Wisconsin Statutes, Solid and Hazardous Waste Siting Ordinance.
 - g. §59.69, Wisconsin Statutes, Uniform Citation Ordinance.
 - h. Rural Numbering Ordinance.
 - i. Sexually Oriented Business Ordinance.
10. Recommend the adoption or amendment of the County Comprehensive Plan to the County Board.
11. Review and take action on any Land Information policies and approval of expenditures and contracts needed proposed by the Land Information Officer or Land Information Advisory Group.

D. Sub Committees, Boards, and Commissions. The Planning & Development Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Board of Adjustments, Central Wisconsin Community Action Counsel, Drainage Board, Housing Authority, North Central Wisconsin Regional Planning Commission, North Central Wisconsin Workforce Development Board, Rural Industrial Development Commission, Revolving Loan Fund and Lake Districts.

1. Board of Adjustments.

- a. **Membership.** The Board of Adjustments shall consist of no more than five (5) members of which the members must live within a town in the County, with no two (2) members from the same town. The County shall appoint two (2) alternates to the Board pursuant §59.694(2)(bm).
- b. **Duties and Responsibilities.** Pursuant to §59.694(1)(2) and §59.692(4)(5), Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
 - (1) Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an Administrative Officer.
 - (2) Hear and decide special exceptions to the terms of a Zoning Ordinance upon which the Board of Adjustment is required to pass.
 - (3) Authorize, upon appeal in specific cases, such variance from the terms of a Zoning Ordinance, as will not be contrary to the public interest, where due to special conditions, a literal enforcement will result in practical difficulty or are unnecessarily burdensome, so that the spirit of the Zoning Ordinance shall be observed, public safety and welfare secured, and substantial justice done.

2. Central Wisconsin Community Action Counsel (CWCAC).

- a. The County Administrator shall appoint two (2) County Board Supervisors to the CWCAC.
- b. The Counsel meets six times a month in even months with the following Counties involved: Adams, Juneau, Sauk, Columbia and Dodge.

3. Drainage Board.

- a. **Membership.** Pursuant to §88.17, Wisconsin Statutes, the Drainage Board shall be comprised of three (3) members, which shall be appointed by the Court.
- b. **Duties and Responsibilities.** The Board of Adjustments shall carry out all duties and responsibilities as specified in §88.17, Wisconsin Statutes.

4. **Housing Authority.**

- a. **Membership.** The Housing Authority shall be comprised of five (5) members appointed by the County Administrator pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin Statutes, which shall consist of:
 - (1) Two (2) County Board Supervisors
 - (2) Three (3) Citizen members
- b. **Duties and Responsibilities.** The Housing Authority is created by §59.53(22), Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and §66.1211, Wisconsin Statutes, and include, but are not limited to the following:
 - (1) Prepare, carry out, acquire, leave and operate housing projects approved by the County Board to provide for the construction, reconstruction, improvement, alteration or repair of any, or part of, housing projects.
 - (2) Own, hold, clear and improve property.
 - (3) Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or facilities embraced in any housing project.
 - (4) Establish and revise the rents or charges for housing projects subject to the limitation of §66.1201, Wisconsin Statutes.

5. **North Central Wisconsin Regional Planning Commission (NCWRPC).**

- a. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:
 - (1) The County Administrator shall appoint one (1) member to the NCWRPC, pursuant §66.0309(3)(a) 1, Wisconsin Statutes.
 - (2) Two (2) members from each participating County shall be appointed by the Governor. At least one (1) appointee shall be a person, selected from a list of two (2) or more persons nominated by the County Board, who has experience in local government in elective or appointive offices or who is professionally engaged in advising local governmental units in the fields of land-use planning, transportation, law, finance, engineering or recreation and natural resources development. The Governor in making appointments under this subdivision shall give due weight to the place of residence of the appointees within the various Counties encompassed by the region, pursuant §66.0309(3)(a) 2, Wisconsin Statutes.

6. **North Central Wisconsin Workforce Development Board (NCWWDB).**

- a. The County Administrator shall appoint one (1) County Board Supervisor to the NCWWDB.
- b. The Board meets quarterly and the Counties involved in this district include: Forest, Marathon, Adams, Oneida, Langlade, Wood, Portage, Vilas, and Lincoln.

7. **Rural Industrial Development Commission.**

- a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7) members that reflect the diversity of needs within the County. Ex Officio members include the President of the Village of Friendship, Mayor of the City of Adams, and all Chairpersons of all Town Boards within the County. The Commission shall consist of representatives from the following and shall be appointed by the County Administrator and approved by the County Board:
 - (1) Adams Columbia Electric Cooperative
 - (2) Adams County Board Supervisor
 - (3) Adams County Banks
 - (4) Local Business Community
 - (5) Rural Industrial Development Commission Inc.
 - (6) Towns
 - (7) City of Adams

(8) Village of Friendship

b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

(1) This is an advisory Commission, not a policy making Commission.

(2) The Rural Industrial Development Commission shall elect annually a President, Vice-President, Secretary and Treasurer.

(3) Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved by the County Board.

8. **Revolving Loan Fund.**

a. **Membership.** The Revolving Loan Fund shall be composed of the Board of Directors of the Rural Industrial Development Commission.

b. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:

(1) This is an advisory Board, not a policy making Board.

(2) Serve new and expanding businesses in Adams County

(3) Provide gap financing

(4) Encourage investment

(5) Encourage creation of permanent, year round jobs

(6) Encourage retention and expansion of existing businesses

(7) Attract new business

(8) Encourage development of modern industrial technology, and a safe, healthful work environment in Adams County.

9. **Lake Districts.**

a. **Membership.**

(1) Pursuant §33.27, Wisconsin Statutes, upon formation of the district by the County Board, the County Administrator is responsible for appointing four (4) or five (5) members of the initial Board of Commissioners, which operates the district until the first annual meeting. Three (3) members must be owners of property within the district, at least one (1) of whom must be a resident of the District if one (1) is willing to serve. If no resident is willing to serve, the requirement is waived. The County Administrator shall appoint a member or nominee of the County's Land Conservation Committee as the County Board's appointee. Pursuant with §33.28(2m)(b), within thirty (30) days after the County Board order establishes the district, the governing body of the city, village or town within the largest valuation of property within the district is required to appoint the fifth (5th) initial Commissioner. The terms of these expires at the first (1) annual meeting of the district.

(2) Pursuant §33.27, Wisconsin Statutes, at the first (1) annual meeting of the County-formed district, the legal residents and property owners, by secret ballot, elect Commissioners to succeed the initial Board appointed by the County Administrator. While the Board generally includes three (3) elected Commissioners, the annual meeting is empowered to permanently increase the number of elected Commissioners to five (5). In addition to the elected representatives, the permanent Board of Commissioners includes an appointee of the city, village or town within the District with the largest equalized valuation and a nominee of the Land Conservation Committee appointed by the County Board.

b. **Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and §33.31, Wisconsin Statutes.

PUBLIC SAFETY & JUDICIARY COMMITTEE

A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors, of which one (1) shall be the County Board Chair.

B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer and have policy making responsibilities for the following Departments and Operations: Child Support, Clerk of Circuit Courts, Coroner, District Attorney, Emergency Management, Office of the Family Court Commissioner, Register in Probate, and Sheriff.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. Review and approve as necessary emergency management plans for the County, consistent with the State Plan of Emergency Management, assist in the review and approval of Municipal Emergency Management Plans, and integration of such plans with the County plan.
2. Act as the Emergency Management Committee pursuant §166.03(4)(c), Wisconsin Statutes.
3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.
4. Approve fees, meals to prisoners, contracts, charges of transportation of patients and prisoners to various institutions, and all other financial affairs of the Sheriff's Department.
5. Approve rules, regulations and policies for the Sheriff's Department.
6. Oversee the County Court and Court related processes.

D. **Sub Committees, Boards, and Commissions.** The Public Safety & Judiciary Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Local Emergency Planning Commission.

1. **Local Emergency Planning Commission.**

a. **Membership.** Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency Planning Commission is required to have members as specified in 42 USC 11001(c), which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20 and 166.21, Wisconsin Statutes. Superfund Amendments and Reauthorization Act (SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1) representative from each of the following groups;

- (1) Elected State and Local Officials
- (2) Law Enforcement
- (3) Fire
- (4) Emergency Management
- (5) Health Professionals
- (6) Environmental
- (7) Representatives of facilities subject to the Emergency Planning requirements and the Media.

b. **Duties and Responsibilities.** Pursuant to 42 USC 11000 to 11050 and under §166.20 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:

- (1) This is an advisory Committee, not a policy making Committee.
- (2) Complete all duties under the Federal Act.
- (3) At least annually submit to the division of emergency management in the Department of Military Affairs a list of the members of the Local Emergency Planning Committee appointed by the County Board inkling the agency, organization or profession that each member represents.
- (4) Implement programs and undertake activities which are designed to prepare the County to cope with emergencies involving the accidental release of hazardous substances and which are consistent with, but in addition to, the minimum requirement of §166.20, Wisconsin Statutes, and 42 USC 11000 to 11050.
- (5) When notified of the release of a hazardous substance, take all actions necessary to ensure the implementation of the Local Emergency Response Plan.

- (6) Consult and coordinate with the County Board, the County and local heads of emergency management services, and the Judiciary & Public Safety Committee in the execution of the Local Emergency Planning Committee's duties.

PUBLIC WORKS COMMITTEE

- A. **Membership.** The Public Works Committee shall be comprised of five (5) County Board Supervisors.
- B. **Oversight.** The Public Works Committee shall confer and have policy making responsibilities for the following Departments: Highway and Solid Waste.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
1. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.
 2. General policy making responsibility for the operations of the Solid Waste Department.
 3. Remain updated of changing legislation regarding waste disposal and recycling, and ensure County compliance.
 4. Propose and approve contracts, leases, fees, expenditures or other agreements as necessary for the construction, improvement, equipment, maintenance, and operation of the Airport.
 5. Review reports presented by the Airport Manager.
 6. Meet with the Fair Board concerning building, grounds and maintenance.
- D. **Sub Committees, Boards, and Commissions.** The Public Works Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Airport Commission and the Traffic Safety Commission.
1. **Airport Commission.**
 - a. **Membership.** The Airport Commission shall be comprised of three (3) members especially interested in aeronautics appointed by the County Administrator.
 - b. **Duties and Responsibilities.** Pursuant to §114.14, Wisconsin Statutes, duties and responsibilities shall be as follows:
 - (1) This is an advisory Commission, not a policy making Commission.
 - (2) The Airport Commission shall have complete and exclusive control and management over the airport.
 2. **Traffic Safety Commission.**
 - a. **Membership.** The Traffic Safety Commission shall be comprised of the following:
 - (1) Highway Commissioner
 - (2) Sheriff or Chief Deputy
 - (3) County Highway Safety Coordinator
 - (4) One (1) representative designed by the County Administrator from each of the disciplines of education, medicine, and law
 - (5) Three (3) representatives involved in law enforcement, highways, and highway safety
 - b. **Duties and Responsibilities.** Pursuant to §83.013, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
 - (1) This is an advisory Commission, not a policy making Commission.
 - (2) Meet at least quarterly to review traffic accident data from the County and other traffic safety related matters.
 - (3) The Commission shall designate a person to prepare and maintain a spot map showing the locations of traffic accidents on County and Town roads.

- (4) Upon review, the Commission shall make written recommendation for any corrective action it deems appropriate to the Department of Transportation, County Board, Public Works and Recreation Committee or any other appropriate branch of local government.
- (5) Committee shall file a report on each meeting with the Department of Transportation.
- (6) The Department of Transportation shall furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state and county highways in the jurisdictions represented in each Commission, which shall identify the accident rates and arrest rates on their highways, and shall also furnish a suitable map for use in spotting accidents.

RESOURCE & RECREATION COMMITTEE

- A. **Membership.** The Resource & Recreation Committee shall be comprised of five (5) County Board Supervisors.
- B. **Oversight.** The Resource & Recreation Committee shall confer and have policy making responsibilities for the following Departments: Parks and UW Extension.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 1. General policy making responsibility for parks and recreation property operated, maintained and developed by the County to meet the needs of the public and welfare of all recreational users.
 2. Set policies and recommend funding levels for establishing and implementing Park programs, activities in the parks and recreation properties.
 3. Maintain the development and maintenance of the County's State funded snowmobile trails and other County sponsored recreation trails.
 4. Promote tourism and the County's natural, cultural and recreational resources.
 5. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes.
 - a. The Committee shall appoint professionally qualified persons to the University Extension program staff in cooperation with the University Extension.
 - b. The Committee may enter into joint employment agreements with the University Extension or with other Counties and the University Extension if County funds that are committed in the agreements have been appropriated by the County Board. Persons so employed under cooperative agreements and approved by the Board of Regents shall be considered employees of both the County and the University of Wisconsin. The recommendation of the Department Head shall be approved by the County Administrator.
 6. Assist in determining appropriate programs to be provided by the County's UW Extension.
- D. **Subcommittees, Boards and Commissions.** None.

SPECIAL OR AD HOC COMMITTEES

- A. **Creation.** Special or Ad Hoc Committees shall be created by the County Board.
- B. **Membership.** Members shall be appointed by the County Administrator, and subject to the confirmation of the County Board.
- C. **Duties and Responsibilities.** Special or Ad Hoc Committees will be created as the need arises, to carry out a specific task ordered by the Chair, which duration shall automatically cease upon completion, or at the direction of the Chair.

COMMITTEE ON APPOINTMENTS

- A. **Membership.** The Committee on Appointments shall be comprised of the County Board Chair, First (1st) Vice Chair,

and the Second (2nd) Vice Chair of the Board, elected at the Organizational Meeting, and the County Administrator.

Duties and Responsibilities. Review and recommend Committee, Board and Commission assignments for the term of the County Board to the County Administrator. At the County Board meeting following the Organizational Meeting, the County Administrator shall make appointments for County Board approval.

ETHICS INQUIRY COMMITTEE

- A. Membership. The Ethics Committee shall be comprised of the five (5) most junior County Board Supervisors excluding those who would be the subject of that investigation, have a conflict of interest, or those who would request an exemption from selection for extenuating circumstances. Junior members are defined as those having the least number of years of service on the County Board of Supervisors. Confirmation of the Ethics Inquiry Committee selection will be dictated by a majority vote of the members serving on the County Board.
- B. Duties and Responsibilities. Responsible for investigation of complaints and conducting a fact-finding hearing pursuant to the Ethics Code, as presented in the County Personnel & General Administrative Policies.

RULE XXI: COMMITTEE ORGANIZATION

The County Administrator shall appoint all members of all Committees after receiving recommendations from the Committee on Appointments. The appointments are subject to County Board approval.

- A. Committees shall as its first (1st) Order of Business, elect a County Board Supervisor Chair, Vice Chair and Secretary. The Secretary shall keep records and minutes of all Committee meetings. Committees may, by motion, appoint a Recording Secretary. Elections shall be completed in accordance with Rule VII.
- B. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remainder of the term.
- C. A majority of the members of any Committee shall constitute a quorum for the transaction of business.
- D. Each Committee shall:
1. Set policy for all programs and activities of the Departments that report to them.
 2. Shall act on all requests from Departments that report to them.
 3. Monitor the expenditure of County funds committed to the Department or agency in terms of its stated goals and objectives.
 4. Set and evaluate policies for the Department or agency.
 5. Act on all Resolutions and Ordinances affecting any Department or agency that reports to it.
 6. At least quarterly, review the expenditures of County funds committed to the Department in terms of the goals and objectives sought to be accomplished.
- E. The Chair of each Committee shall report to the County Board of their Committee activities as requested at County Board meetings.

RULE XXII: RESOLUTIONS AND ORDINANCES

- A. Resolutions and Ordinances sponsored by Committees or individual Supervisor shall be in writing and filed with the County Clerk seven (7) days prior to the next meeting of the County Board. The County Clerk shall have them reproduced and placed in all of the Supervisors' mailboxes or delivered to all Supervisors for their information and consideration four (4) days prior to the meeting. The Clerk shall also deliver a copy of the agenda to the County Administrator and all Department Heads. At the discretion of the County Board Chair, other matters of information for the County Board may be distributed in a like manner.

- B. Resolutions and Ordinances shall be taken up in the order in which they are presented, unless otherwise ordered by a majority of the County Board. Unless otherwise directed by a majority vote of Supervisors present, oral reading of any proposed Resolution or Ordinance shall be waived subsequent to reading of the Intent and Synopsis, Be it Resolved, and Supervisors who signed the document, as long as all Supervisors have received a written copy of such Resolution or Ordinance in advance of the reading.
- C. The Chair or a Supervisor shall present Resolutions, Ordinances, Petitions, Memorials, and other papers addressed to the Board.
- D. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least one (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have signatures of a majority of the Supervisors of that Committee. All Resolutions shall carry a preamble setting for the Intent and Synopsis, Fiscal Note, and sponsor(s). Prior to preparing the agenda for the County Board meeting, the County Administrator and Corporation Counsel shall review all Resolutions and Ordinances. The exception to this is the Budget Resolution, which shall be presented by the County Administrator.
- E. The Clerk shall prepare the agenda with the County Board Chair, including the proposed Resolutions and Ordinances, and place it in the Supervisors' mailbox or mail a copy to each Supervisor, County Administrator, and Department Heads. At the discretion of the County Board Chair, other matters of information for the County Board may be distributed in a like manner.
- F. Copies of late Resolutions or Ordinances shall be provided to all Supervisors, County Administrator, and Department Heads, and shall be read by the County Clerk. The County Board may consider them as long as the Resolution or Ordinance has been timely noticed in accordance with the Open Meetings Law and upon approval of the County Board Chair. The County Board may reconsider any action taken one (1) month previous as long as the prior action taken was properly noticed on the agenda. The County Clerk shall keep on file a copy of the agenda for public review.
- G. Upon completion of the proposed budget by the County Administrator, the Clerk shall have copies of the budget distributed to each Supervisor and Department Heads and made available to the public.
- H. Beginning with the April meeting, Resolutions and Ordinances shall be designated by their number, which number shall be the year of the Organizational Meeting of the County Board then in session followed by the sequential number of the Resolution or Ordinance introduced in that Session. For example: Resolution 2006-1 or Ordinance 2006-1.

RULE XXIII: HOME RULE

To give the County the largest measure of self government under the Administrative Home Rule authority granted to Counties in §59.03(1), Wisconsin Statutes, these Rules shall be liberally construed in favor of the rights, powers, and privileges of the County to exercise any organizational or administrative power not contrary to the Constitution or to any enactment of the Legislature that is of statewide concern and which uniformly affects the County.

RULE XXIV: PARLIAMENTARY PROCEDURE

- A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County Board in all cases where applicable.
- B. Each Supervisor shall be issued a current edition of Robert's Rules of Order upon request to the County Clerk following the Organizational Meeting.
- C. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the whole County Board, and shall vote on all questions taken by ayes and nays except an appeal from their own decisions.
- D. Every matter that comes before the County Board, may without motion, be referred to its appropriate Committee by the Chair.

- E. When a motion is made and seconded, it shall be stated by the Chair before debate. If a majority of the Supervisors present require it, the motion, except to adjourn, postpone, table or commit, shall be reduced to writing and if a motion contains several points, a Supervisor may require the motion to be divided.
- F. On all questions, it shall be proper to call for a division for the “ayes” and “nays” if made before the decision of the Chair. A Motion, Resolution, or Ordinance may be withdrawn at any time before an amendment or decision, but all Motions, Amendments, Resolutions or Ordinances shall be entered in the minutes unless withdrawn.
- G. Every Supervisor shall vote when a question is put to vote, unless, after a reason is given for abstaining, the County Board Chair may excuse the Supervisor from voting.
- H. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County Board, he shall address the Chair, confine his remarks to the question under debate, and avoid personality.
- I. In all cases, the Supervisor who first (1st) addresses the Chair shall speak first (1st). When two (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first (1st).
- J. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.
- K. All questions shall be put in the order in which they were moved except privileged questions.
When a question is under debate no motion shall be received except:

Second?	Need a Debatable?	Vote for Passage?	Required
1. To adjourn	Y	N	Majority
2. To lay on the table	Y	N	Majority
3. For the previous question	Y	N	$\frac{2}{3}$ rds
4. To postpone to a certain day	Y	Y	Majority
5. To commit to a standing Committee	Y	Y	Majority
6. To commit to a Committee	Y	Y	Majority
7. To amend amended is	Y	Y, if motion to be debatable.	Majority
8. To postpone indefinitely	Y	Y	Majority
9. To reconsider	Y	Y	Majority

All other separate motions shall have precedence in order in which they are named.

- L. Any Supervisor desirous of terminating debate may call the previous question. The Chair shall ask if there is any objection to closing the debate. If a Supervisor objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded (2nd), the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two-thirds ($\frac{2}{3}$) vote of the County Board.
- M. A Motion to adjourn shall always be in order; a Motion to lay on the table shall be decided without debate; but this Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.
- N. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous County Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the County Board.

- O. The Chair may, without suspension of the Rules, call on any County employee for remarks on matters pertaining to their Office or Department.
- P. Any person not a Supervisor, desirous of addressing the Board on any subject, shall first (1st) obtain permission from the Chair prior to the meeting so the item can be placed on the agenda.
- Q. The public may address the County Board at the portion of the agenda listed as Public Participation. The person shall sign their name, address, and the topic they will speak on. The guidelines for Public Participation shall be followed:
 - 1. The topic may pertain to any item they wish to present with the exception of political candidate endorsement.
 - 2. Identify themselves and if representing a group, identify the group.
 - 3. State clearly and concisely the issue, limiting comments to a maximum of three (3) minutes. Written material may be provided. It is not necessary to read an entire document.
 - 4. Avoid speaking at length to a previously presented issue by briefly expressing support for that issue.
 - 5. Plan group representation by appointing one (1) or two (2) members to present an issue.
- R. In general, new position shall be approved through the budget process pursuant to law. However, when the County Administrator determines that an unbudgeted position is necessary, the position shall be approved by a majority vote of the Personnel Committee, a majority vote of the Finance Committee, and a two-thirds ($\frac{2}{3}$) vote of the full County Board.

RULE XXV: FUNDING

- A. **Contingency Fund.** Any appropriation from the Contingency Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- B. **General Fund.** Any appropriation from the General Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- C. **To Borrow.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required before the County Board may borrow funds. (14 votes)
- D. **To Transfer.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required to permit transfer of money from a line item within one (1) Department to a similar or different line item within another Department, or to permit transfer of money from an existing line item within a Department to line items unanticipated and not referred to in the annual budget. Unless approved by the Administrative & Finance Committee and the aggregate totals of such transfers in one (1) year does not exceed ten percent (10%) of the Department's budget.
- E. **Annual Budget.** The County Board annual budget will not be valid unless it conforms with §65.90, Wisconsin Statutes, and is approved by majority vote of the County Board. Any amendments to the budget following the hearing shall require two-thirds ($\frac{2}{3}$) vote of the County Board membership.

RULE XXVI: NEW POSITIONS

New permanent County positions that require hiring of additional employees shall not be created without approval of two-thirds ($\frac{2}{3}$) of the County Board member's present.

RULE XXVII: SELLING PROPERTY

- A. No County real property shall be sold unless first authorized by majority vote of the County Board in regular meeting.
- B. The County Administrator is authorized to execute and sign any and all legal documents relating to sale and purchase of real or personal property.

RULE XXVIII: COUNTY CONTRACTS AND LEASE AGREEMENTS

All County contracts and lease agreements shall be reviewed and initialed by the Corporation Counsel before approval by the County Board or appropriate Committee. Once approved by the County Board or Committee, the County Administrator shall sign all contracts or lease agreements.

Unless the authority to approve the contract is granted directly to a Committee by State Statute, any contract to which the County or Committee or other sub-unit is a party, may only be entered into with approval of the County Board if the contract would impose obligations, financial or otherwise, on the County which would last beyond the term of the currently sitting Board.

RULE XXIX: CLAIMS

- A. Shall be processed in accordance with §59.07(1) and (2).
- B. When the County Board allows any claim, either in whole or in part, the County Board shall direct the County Treasurer to pay the claim.
- C. No accounts or claims against the County shall be entitled to consideration by the County Board until the same shall have been duly audited by the appropriate Committee, and when necessary, the Corporation Counsel, and until the recommendation of that Committee is attached to the claims or account made and filed, according to Wisconsin Statute, the Committee shall maintain sole jurisdiction over the matter. Substantial compliance with this Rule shall be sufficient to render the County Board or Committee's actions valid.
- D. All Supervisors shall present their claims to the County Clerk's Office the Friday before the monthly Board meeting. All Non-County Board members of Committees or other sub-units of County Government who have claims shall submit them within sixty (60) days of the date incurred. All County Board claims shall be reviewed at the regular County Board meetings by six (6) Supervisors. The six (6) Supervisors shall rotate on a three (3) month cycle.

RULE XXX: RULES IN VIOLATION OF LAW

Nothing in these Rules shall be construed to conflict with any Federal or State Law. If any Rule is invalid by law or by any court of competent jurisdiction, the remainder of the Rules shall not be affected.

RULE XXXI: RULE CHANGE

- A. These Rules may be suspended by a two-thirds ($\frac{2}{3}$) vote of the Supervisors present.
- B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-thirds ($\frac{2}{3}$) vote of Supervisors present.

RULE XXXII: DEFINITIONS

- A. Pronouns of masculine gender used herein refer to persons of either sex.
- B. Majority shall mean the majority of the elected or appointed Supervisors present.
- C. The term Committee shall be used herein to refer to Committees, Boards, and Commissions, unless otherwise specifically noted.

MINUTES OF THE ADAMS COUNTY AIRPORT COMMISSION
16 JAN 2006

Meeting called to order by acting chairperson Jerry Reuterskoild. Members present Steve Pollina and Bob Pike filling in for Irwin Rossnagle. Absent excused Matt Sherd. Also present Airport Manager Mike Scott and Grounds Keeper Sheldon Sundsmo.

Motion by Pike to approve the agenda as published. Second by Pollina. Motion carried.

Motion by Pike to accept the minutes from the Dec meeting as presented. Second by Pollina. Motion carried.

Airport Manager's Report.

Correspondence. Update from the Wisc. Dept. Of Transportation on the Airport's six year plan. The six year plan would bring us out to about 2010. Scott asked if anyone had suggestions to refer these to him for inclusion into the next six year plan. A new snowplow truck, a pick-up with a snow blade and a new credit card reader for the fuel pump were discussed. Also a paved floor and ramp for the maintenance building were suggested.

Airport Building. No action taken.

Animal Control. No action taken.

Airport Security. No action taken.

Financial Report. Scott hadn't closed out 2005 yet. But, looks like we will be with in budget.

Fuel report. Looks like we pumped slightly less than 2004 in 2005. This was probably due to a slow start and the large price spike that occurred in the early fall. 2004- 31,800 Gals. 2005- 31,100 Gals.

Groundkeeper's report.

All equipment OK. Airport and lights in good shape.

Vouchers. Reviewed all vouchers.

Motion by Pollina to approve all vouchers as presented. Second by Pike. Motion carried.

No Audience comments.

Motion by Pollina to adjourn until 7:30 PM on Feb. 20 at the Airport Office. Second by Pike. Motion carried.

Respectfully submitted by,

Stephen T. Pollina, Secretary

ADAMS COUNTY BOARD OF ADJUSTMENT

MEETING: February 15, 2006

9:30 A.M. -- COURTHOUSE

Room A260 - FRIENDSHIP, WI

On Wednesday, February 15, 2006 at 9:30 A.M. Francis Schalk, Chairman called the meeting to order with the following members present: Ivan Morrow, Vice Chairman, W. Dale Helm, Wilbur Fritz, Wayne Kaye, Robert Donner and Robert Neuenfeldt. Others present were: Phil McLaughlin, Zoning Administrator and Diane Kopitzke, Recording Secretary.

Public Hearings were conducted for the following: Michael G. & Lori L. Sherman – Variance request under Section 3-4.02(A) of the Adams County Zoning Ordinance and under Section 3.3 of the Adams County Shoreland Protection Ordinance to the side lot line setbacks on property located at 1166 Chicago Lane, known as Tract 13A, in Part of the SE 1/4, SW 1/4, Section 5, Township 18 North, Range 6 East, Town of Preston,

Adams County, Wisconsin. Robert Neuenfeldt made a motion to grant the Variance request, on the above-described property, Per the Findings of Fact and Conclusion of Law. Wilbur Fritz seconded the motion. Roll Call Vote: 5-Yes. Motion carried. Lana I Kurth Byers – Variance Request under Section 3.4.02(A) 2 of the Adams County Zoning Ordinance and Section 3.12(2) of the Adams County Shoreland Protection Ordinance to allow the construction of an 8’X12” entry and a 22’X24’ garage at 70’ from the center line of County Road A, at 1154 County Road A, known as Part of Lot 3, 4 and 5 Block #1, Village of Easton, in the NE 1/4, SW 1/4, Section 29, Township 16 North, Range 6 East, Town of Easton, Adams County, Wisconsin. **(Please Note: Portion of the property is located in a Floodplain District).** Wilbur Fritz made a motion to grant the Variance request, on the above-described property, per the Findings of Fact and Conclusion of Law. Ivan Morrow seconded the motion. Roll Call Vote: 5-Yes. Motion carried. Henry W. & Stephany Marciniak – Variance Request under Section 6-1.02(A)1 of the Adams County Floodplain Zoning Ordinance to allow plumbing in a building which is in a Floodway District on property located in the NE 1/4, SW 1/4, Section 3, Town 15 North, Range 5 East, Lot 33 of Assessor’s Plat #3 at 3045 County Road Z, Town of Springville, Adams County, Wisconsin. Wayne Kaye made a motion to grant the Variance request, on the above-described property, per the Findings of Fact and Conclusion of Law. Roll Call Vote: 5-Yes, 1-Abstained (Fritz). Motion carried.

The Board contemplates a site visit if necessary.

Phil McLaughlin presented the minutes of the January 18, 2006 meeting of the Adams County Board of Adjustment to the committee for review. Ivan Morrow made a motion to accept the minutes as presented. Wayne Kaye seconded the motion. All in favor. Motion carried.

ADAMS COUNTY BOARD OF ADJUSTMENT

MONTHLY MEETING: February 15, 2006

PAGE #2

The committee set the next monthly meeting dates for the Adams County Board of Adjustment as follows: Wednesday, March 15, 2006 at 9:30 A.M. in Room A260, with an alternate date of Wednesday, April 19, 2006 at 9:30 A.M. in Room A260.

Correspondence: None.

Wilbur Fritz made a motion to adjourn until Wednesday, March 15, 2006 for the next monthly meeting of the Adams County Board of Adjustment. Ivan Morrow seconded the motion. All in favor. Motion carried.

ADJOURNED: 11:10 A.M.

Francis Schalk, Chairman

Wilbur Fritz

Ivan Morrow, Vice- Chairman

Robert Donner

Wayne Kaye

W. Dale Helm

Robert Neuenfeldt

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

ADAMS COUNTY BOARD OF SUPERVISORS REGULAR MONTHLY MEETING MINUTES
ADAMS COUNTY BOARD ROOM
February 21, 2006
7:00 p.m.

The Adams County Board of Supervisors monthly meeting was called to order by Chairperson Sebastiani at 7:00 PM.

Roll Call of Supervisors: Dist. #01-Glenn Licitar; Dist. #02-Bob Dixon; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Dave Grabarski; Dist. #08-Frances Dehmlow; Dist. #11-Beverly Ward; Dist. #12-Florence Johnson; Dist. #13-Michael Keckeisen; Dist. #14-Bob Eggebrecht, Dist. #15-David Renner; Dist. #16-John West; Dist. #17-Joyce Kirslenohr; Dist. #18-Charles Rath; Dist. #19-Karl Klingforth; Dist. #20-Cynthia Loken. Excused Dist. #10-Matthew Sherd.

Motioned by Eggebrecht/Dixon to approve the January 17, 2006 County Board Minutes. Motion carried by roll call vote, 18 yes, 1 excused. Excused Sherd.

Claims: County Board claims were read.

Unfinished Business: Motioned by Ward/Klingforth to bring back for amendment Res. #33-2005 Non Represented employee pay. Supervisor Grabarski, I would like to announce at this time that I am reclusing myself from any discussion on this item. Motion to bring back Res. #33-2005 carried by roll call vote 17 yes, 1 abstaining, 1 excused. Abstaining, Grabarski. Excused, Sherd.

Motioned by Ward/Eggebrecht to read April 1, 2005 and to be April 1 each year so it coincides with the step increase. Motion to amend Res. #33, 2005 carried by roll call vote 16 yes, 1 no, 1 abstaining, 1 excused. Voting no Renner. Abstaining, Grabarski. Excused, Sherd. (detailed discussion available upon request)

Motioned by Ward/Licitar to bring back for amendment Res. #11-177 Flex Spending Account for clarification only. Motion to bring back Res. #11-177 carried by roll call vote 17 yes, 1 no, 1 excused. Voting no, Keckeisen. Excused Sherd. Motioned by Rath/Loken for the 2006 year we leave the 14½ months for the year 2006. Motion carried 18 yes, 1 excused. Excused Sherd. (detailed discussion available upon request)

Corporation Counsel Kniess, requested that we return back to amended Res. #33-2005 to seek further clarification on another issue. Motion by Renner/Rath to return back to a previous matter. Motion carried by roll call vote 17 yes, 1 excused. Excused, Sherd. Motion by Ward/Eggebrecht that for the year 2006 we pay the employees the cola from January 1 effective in 2007 the cola is paid effect April 1 of each year there after. Motion carried by roll call vote 17 yes, 1 abstained, 1 excused. Abstaining, Grabarski. Excused, Sherd. (detailed discussion available upon request)

New Business: The following reports were submitted: Administrative report, Register of Deeds annual 2005 report, a report dated Dec 21, 2005 on Adams County Land Records web site statistics, a report dated Dec 21, 2005 on Adams County web site statistics, and the Clerk of Courts annual 2005 report. (available upon request)

Discussed and approved the Final Operation & Staffing Review of Management Information Systems Department. Motioned by Ward/Rath that we refer the MIS position back to the Review committee for a job description, to come back before County Board next month with all the details based on where it's going in the salary structure, and where the money is coming from. Motion carried by roll call vote 18 yes, 1 excused. Excused Sherd. Motioned by Rath/Eggebrecht to send the recommendation from Virchow Krause regarding the GIS back to that committee and let them develop some kind of plan and send it to us. Motion carried by roll call vote 18 yes, 1 excused. Excused, Sherd. (detailed discussion available upon request)

Library monthly report was submitted.

Motioned by Grabarski/Ward to approve the proposed Strongs Prairie zoning ordinance amendment. Motion carried by roll call vote, 18 yes, 1 excused. Excused Sherd.

Motioned by Licitar/Johnson to approve 2006 Emergency Fire Wardens for Adams County. Motion carried by roll call vote, 18 yes, 1 excused. Excused Sherd.

County Clerk, Phillippi reported:

On March 13th at 1:00 p.m. Rome is sponsoring a Voter demonstration for equipment. A notice is coming out to all the clerks.

Phillippi, referred to Financial Associates report with the following explanation:

At the very top (\$10,500) that's a six month figure that we would pay out to them. The yearly annual cost is (\$21,000).

The 5% Mound View Hospital savings would be \$30,000 if we had \$600,000 worth of claims. Mound View Memorial claims run from \$225,000 to \$270,000 a 5% savings would be \$12,000 to \$16,000.

The \$152,000 anticipated savings could be any where from \$41,000 to \$51,000 depending on how you work the figures.

Comparing \$75,000 worth of stop loss coverage to \$50,000 should be \$50,000 to \$50,000. The county increased it's risk factor when going from \$50,000 stop loss coverage to \$75,000. For more details see County Clerk, Phillippi.

The loss of (\$210.19) is actually (\$1,239.77) taking into consideration the disenrollment in the vision and dental plan. Also, every person that dropped the dental and vision plan and enrolled in the flex spending account costs the county \$4.00 per month, per participant. The county was already saving the FICA and Medicare previously.

When looking at \$171,000 the realistic figure is like \$46,000. That is not money that we actually have in our possession that is a projected saving at the end of 2006.

Phillippi, explained a portion of the 2006 budget process to the supervisors. Last year the county was allowed to increase the operating budget by \$327,535. We are currently still under the same restrictions as we were during that process. When you are looking at creating positions bear in mind where the money is coming from. You can take it from your general fund right now, but come 2007 you will need to figure out where it is coming from. Highway and Health and Human Services made their budgets come in the same as they were in the year 2005, the two departments absorbed their cost of living increases within their budgets. We removed overtime from the sheriff's department telling them that if they did not stay within their budget we would take away their vehicle allowance. We applied funds in the amount of \$55,000 from MIS department, \$40,000 from the Land Conservation Department these funds will not be available in the future. Revenues generated from Wisconsin River Power Coop of \$38,000 in 2006 will not be available in the future. Out of County Board prisoners have been reducing, therefore we reduced the revenue by \$125,000 and it sounds like it is going to continue to go down. Treasurer revenues were increased by a substantial amount, because of the sale of tax-deeded property. In the future, this revenue will not be available. Planning and Zoning revenues were increased by \$50,000. The county board needs to be aware of this. The budget process is not just as simple as raising the tax-payers property taxes as some people seem to think.

A more accurate cash flow figure is \$13,000,000 as opposed to 46,000,000 plus. The bulk of our money is in the local investment pool, because it is the safest and currently the highest paying interest rate. We also have money in Grand Marsh Bank, Bank of Wisconsin Dells, M & I Bank and Acuity Bank.

Corporation Counsel Kniess is requested to go back to the Library's Report. (detailed discussion available upon request)

Personnel minutes on January 12, 2006 change name from Morrow to Moyer.

Recess: Motioned by Rath/Johnson at 8:40 p.m. to recess. Motion carried by unanimous voice vote.

Reconvened: Reconvened at 9:00 p.m. Roll call 18 present 1 excused. Excused, Sherd.

Resolutions:

Res. #01: Motioned by Kotlowski/Kirsenlohr to adopt Res. #01 to honor the service of retiring employee Arvin V. Prutzman. Motion carried by roll call vote, 18 yes, 1 excused. Excused, Sherd.

Res. #02: Motioned by Eggebrecht/Kirsenlohr to adopt Res. #02 to approve the Adams County Land Records Modernization Plan 2005. Motion carried by roll call vote, 18 yes, 1 excused. Excused, Sherd.

Res. #03: Motioned by Ward/Babcock to adopt Res. #03 to create one part-time Library Assistant I position, a maximum of 85 hours per month, 15-19 hours per week. This position is classified in

Group 2, Class 3 of the Courthouse Local 1168 Union Contract. Motioned by Ward/Renner to change 85 hours to 80 hours underneath wherever it addresses the 85 hours and to amend the fiscal note to add from the General Fund or the Contingency Fund. Ward/Renner withdraw motion. Motioned by Ward/Renner to change the 85 to 80 for maximum hours per month. Motion to amend Res. #03 carried by roll call vote 18 yes, 1 excused. Excused Sherd. Motioned by Keckeisen/Rath to send it back to their committee and come back next month. Motion carried by roll call vote 17 yes, 1 no, 1 excused. Voting no, Ward. Excused, Sherd.

Res. #04: Motioned by Ward/Kirslenlohr to adopt Res.#04 to delete the position of Deputy Director at the Health & Human Services Department, creates the position of Intake/Access Specialist, at a rate of pay commensurate with qualifications (Bachelor's degree) and job duties, and authorizes the Department to recruit and hire two full-time Intake/Access Specialists. Motion carried by roll call vote, 16 yes, 2 no, 1 excused. Voting no Keckeisen, Morgan. Excused, Sherd.

Res. #05: Motioned by Grabarski/Dixon to adopt Res. #05 to sell county advertised tax foreclosure property. Motion carried by roll call vote, 18 yes, 1 excused. Excused, Sherd.

Res. #06: Motioned by Keckeisen/Ward to adopt Res. #06 to establish a new, non-lapsing account for the Planning & Zoning Department to be utilized for the placement of permanent Groundwater Elevation Observation Pipes in Adams County. Motioned by Ward/Rath to amend adding **now therefore be it resolved** that the Adams County Board of Supervisors establish a new, non-lapsing account for the Planning & Zoning Department to be utilized for the placement of permanent Groundwater Elevation Observation Pipes in Adams County. Motion to amend Res. #06 carried by roll call vote 18 yes, 1 excused. Excused, Sherd. Motioned by Ward/Rath to amend Res. #06 to change enacted to adopted. Motion to amend carried by roll call vote, 18 yes, 1 excused. Excused, Sherd. Motion to adopt twice amended Res. #06 carried by roll call vote 18 yes, 1 excused. Excused, Sherd.

Res. #07: Motioned by Grabarski/Eggebrechth to adopt Res. #07 to approve the New Rome Cemetery Addition Plat and adopt said approval by Resolution of the County Board. Motioned by Ward/Loken to amend Res. #07 to change enacted with adopted. Motion to amend carried by roll call vote, 18 yes, 1 excused. Excused, Sherd. Motion to adopt amended Res. # 07 carried by roll call vote, 18 yes, 1 excused. Excused, Sherd.

Res. #08: Motioned by Rath/Keckeisen to adopt Res. #08 to create a full-time Finance Director position using the attached job description, with the salary at Grade 17 of the Adams County Salary Structure. This resolution would also establish a Finance Department under the directions of the County Administrator. Motion to adopt Res. #08 failed by roll call vote, 11 no, 7 yes, 1 excused. Voting yes, Dixon, Grabarski, Johnson, Keckeisen, Loken, Rath, West. Excused, Sherd.

Ordinances:

Ord. #08: Motioned by Grabarski/Dixon to enact Ord. #08 to rezone a parcel of land in the Town Adams, owned by Jerry J. & Lou Ann Hippe, property (20 acres) located in the E 1/2, NE 1/4, NE 1/4,

Section 15, Township 17 North, Range 6 East, changed from an A-I Exclusive Agricultural District to an A-3 Secondary Agricultural District. Motion to enact Ord. #08 carried by roll call vote, 18 yes, 1 excused. Excused, Sherd.

Ord. #09: Motioned by Licitar/Klingforth to enact Ord. #09 to rezone a parcel of land in the Town of Dell Prairie, owned by Donald Stark, property (9.47 acres) located at 3887 10th Avenue, known as Lot #1, C.S.M. #4880, in the SE 1/4, SE 1/4, Section 16, Township 14 North, Range 6 East, changed from an A-3 Secondary Agricultural District to an R-2 Rural Residential District. Motion to enact Ord. #09 carried by roll call vote, 18 yes, 1 excused. Excused, Sherd.

Ord. #10: Motioned by Ward/Johnson to enact Ord. #10 to rezone a parcel of land in the Town of Dell Prairie, owned by Terry Ballard, property (1.510 acres) located at 4186 State Road 23, known as Lot #2, C.S.M. #1240, in the SW 1/4, SW 1/4, Section 31, Township 14 North, Range 7 East, changed from an A-I Exclusive Agricultural District to an R-I Single Family Residential District. Motion to enact Ord. #10 carried by roll call vote, 18 yes, 1 excused. Excused, Sherd.

Ord. #11: Motioned by Johnson/Klingforth to enact Ord. #11 to rezone a parcel of land in the Town of Jackson, owned by Arrowhead Inc./J. Robert Fusch, property (5 acres) located in Part of Government Lot #1, at 275 Freedom Lane, in the SE 1/4, SW 1/4 and the SW 1/4, SW 1/4, Section 26, Township 15 North, Range 7 East changed from an A-I Exclusive Agricultural District and an R-I Single Family Residential District to an R-2 Rural Residential District. Motion to enact Ord. #11 carried by roll call vote 18 yes, 1 excused. Excused, Sherd.

Ord. #12: Motioned by Kotlowski/Dixon to enact Ord. #12 to rezone a parcel of land in the Town of Preston, owned by RecLand Properties, property (38 + acres) located in the NE 1/4, SW 1/4 and the NW 1/4, SW 1/4, Section 33, Township 18 North, Range 6 East, property (10+ acres) located in the NW 1/4, SW 1/4, Section 33, Township 18 North, Range 6 East, changed from an A-I Exclusive Agricultural District to an A-3 Secondary Agricultural District and from an A-I Exclusive Agricultural District to an R-2 Rural Residential District. Motion to enact Ord. #12 carried by roll call vote, 18 yes, 1 excused. Excused, Sherd.

Ord. #13: Motioned by Rath/Grabarski to enact Ord #13 an ordinance to ensure that any and all projects that are subject to Adams County Planning and Zoning Department ordinances are executed in accordance with all applicable administrative rules, codes and ordinances. Motion to enact Ord. #13 carried by roll call vote, 18 yes, 1 excused. Excused, Sherd.

Denials:

Denial # 01: Motioned by Grabarski/Babock to enact Denial #01 to rezone a parcel of land in the Town of Adams, owned by Thomas L & Jean M. Williams, property (9.68 acres) known as Lot #1, C.S.M. #257, in the NE 1/4, SW 1/4, Section 23, Township 17 North, Range 6 East (one acre) be changed from a Conservancy District to a Recreational/Residential District and changed from an A-I Exclusive Agricultural District to an A-3 Secondary Agricultural District Motioned by Ward/Eggebrecht

to amend Denial to add "not" in front of amended in the first zoning change. Motion to amend Denial #01 carried by roll call vote, 18 yes, 1 excused. Excused, Sherd. Motion to enact amended Denial #01 carried by roll call vote, 18 yes, 1 excused. Excused, Sherd.

Denial #02: Motioned by Ward/Grabarski to enact Denial #02 to rezone a parcel of land in the Town of Adams, owned by Allan & Dolores Modrak, property (9.97 acres) known as Lot #1, C.S.M. #4903, in the NE ¼, NW ¼, Section 23, Township 17 North, Range 6 East, property (one acre) be changed from a Conservancy District to a Recreational/Residential District and changed from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District. Motioned by Dixon/Klingforth to add "not" in front of amended in the first zoning change. Motion to amend Denial #02 carried by roll call vote, 18 yes, 1 excused. Excused, Sherd. Motion to enact amended Denial #02 carried by roll call vote, 18 yes, 1 excused. Excused, Sherd.

Approve Claims: Motioned by Grabarski/Dixon to approve claims, as reported. Motion carried by unanimous voice vote.

Approve Per Diem Mileage: Motioned by Grabarski/Rath to approve per diem and mileage as submitted. Motion carried by unanimous voice vote.

Motion for Clerk to correct errors: Motion by Johnson/Ward to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote.

Move to Adjourn: Motioned by Grabarski/Rath to adjourn at 10:35 p.m. until March 21, 2006 at 7:00 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi, Adams County Clerk

These minutes have not been approved by the County Board.

COURTHOUSE OVERSIGHT
REGULAR MEETING
FEBRUARY 10, 2006

MEETING CALLED TO ORDER BY CHAIRPERSON F. JOHNSON AT 9: 00 AM WITH MEMBERS M. KECKEISEN AND ROBERT DIXON PRESENT

WAS THIS MEETING PROPERLY NOTICED? YES - MOTION TO APPROVE THE AGENDA BY M.KECKEISEN. 2ND R. DIXON. CARRIED 3/0.

MOTION TO APPROVE MINUTES OF 1/5/06 BY R. DIXON. 2ND M. KECKEISEN. CARRIED 3/0.

CORPORATION COUNCIL. K. KNISS: DISCUSSED THE MATTER OF CELL PHONE USE BY PAR LEGAL. AND RELATED CHARGES REQUEST PAYMENT OF SAME AS IN PAST MONTH. OFFICIAL BUSINESS CONDUCTED, NO REASON NOT TO PAY CHARGES! CORP COUNCIL REVIEWED LAW LIBRARY CONCERNS, AND WILL PROCEED WITH UPGRADE AS NEEDED.

ADMINISTRATOR/PRINT SHOP, J. KEULER: OPERATIONS OK AT PRESENT, COMMITTEE TOURED OFFICE AND CONFIRMED IMPROVEMENT. STILL MORE TO GO! ON LINE CREDIT CARD OPERATIONS DISCUSSED.

REGISTER OF DEEDS, J. HELGESEN: TRAINING PROGRESSING OK, APPROVED LAST MONTH.

MOTION TO APPROVE USE OF ON CALL PERSON TO STAFF OFFICE DUE TO NEED FOR ALL REGULAR STAFF TO BE GONE FROM OFFICE ON SAME DAY, M. KECKEISEN, 2ND R. DIXON, CARRIED 3/0- USE OF SAME TO BE CLEARED BY PERSONNEL OFFICE-

DISTRIC ATTORNEY: NOT AVAILABLE IN COURT.

CLERK OF COURT, D. HELMRICK – COMMUNITY SERVICE REPORT RECEIVED AND PLACED ON FILE. WINTER CONFERENCE REQUEST FOR 2/16-17/06 OK GIVEN. FAMILY COURT COMMISSIONER WORKING OUT WELL. GOOD RESULTS SHOWING AS TO THIS IMPORTANT PART OF COURT SYSTEM.

TREASURER, M- BAYS: OFFICE OPERATIONS OK AT PRESENT. GCS SYSTEM IS NEEDING SOME WORK, AND IS BEING LOOKED INTO. STAFF MEMBER JANI TO GET NOTARY PUBLIC SEAL FOR IMPROVED PUBLIC SERVICE - TREASURER WILL BE PROCEEDING WITH TAX DEED SALE OF PROPERTY

AS SOON AS POSSIBLE. POSSIBLE 60 PIECES AVAILABLE.

COUNTY CLERK, C. PHILLIPPI: DISCUSSED DIRECT DEPOSIT OF WAGES OPERATIONS AS REQUESTED IN NEW PROPOSED POLICY DOCUMENT IN PROGRESS. THERE ARE A NUMBER OF PROBLEMS TO BE WORKED OUT!! BUDGET ITEMS DISCUSSED. ALL OK FOR NOW.

VOUCHERS PRESENTED. OK BY MOTION M. KECKEISEN. 2ND R. DIXON, CARRIED 3/0. MOTION TO AJORN TO 3/10/06, CARRIED.

NOTE: THESE MINUTES NOT APPROVED BY COMMITTEE. R. DIXON SECRETARY

**Emergency Management Committee Meeting
February 10, 2006**

A meeting of the Emergency Management Committee was called to order at 9:30 AM by Chair John West at the Adams County Courthouse, Room A260 on Friday February 10, 2006. The meeting was properly noticed. Roll call showed present committee members: John West, Karl Klingforth, Al Sebastiani, Fran Dehmlow and Bob Eggebrecht. Also present were: Jane Grabarski, Director.

Motion to approve the agenda as printed Sebastiani/Klingforth. All in favor. Motion approved.

Request from Chair for any public input. There was none.

Motion by Dehmlow/Eggebrecht to approve the minutes as printed of the 1/13/06 Emergency Management committee meeting. All in favor. Motion approved. Question was asked by Klingforth if the committee chair was provided a list of projects completed for Cottonville Fire Emergency Housing grant. Not yet - Grabarski will get the physical addresses and put list in Chair West's mailbox.

Director Report:

- **Reimbursements:**

Office of Justice Assistance through Homeland Security sent a reimbursement in the amount of \$568.25 to cover the costs for ICS 200 training that was completed in November.

- **Countywide Level "B" Hazmat Team status:**

After meeting with the Adams County Fire Officers, Grabarski is in the process of developing job descriptions and position applications for the Hazmat Chief position and the Hazmat team members. These will be shared with Fire Officers and LEPC committee at their March meetings.

Question by Dehmlow if team members are considered county employees and will an injured Hazmat team member will be reimbursed as if fulltime position. Wausau Insurance, the County's workman's compensation provider stated the Hazmat team members are considered county employees only while serving in the capacity of Hazmat team member. Reimbursement will be paid based on a paid full-time firefighter/hazmat team position. Grabarski to verify with company.

- **EOP Annexes to Emergency Support Functions:**

Emergency Management is in the process of transforming current annexes in the County Emergency Response Plan into the federally mandated Emergency Support Functions (ESF) which are more expansive. Currently the Emergency Management and the Oil and Hazardous Materials annexes templates have been received and due to be completed by March 31, 2006. The Basic Plan and the Communications ESF have been completed. This a portion of the annual Program of Work.

- **3-County Exercise update:**

Adams County had planned to participate in a 3-county tabletop exercise that would test our capabilities. After a few planning meetings it became evident that only our ambulance service would be asked to participate. So Adams County declined to participate due to the limited testing. There will be some county public health tabletop exercises and a functional exercise later this spring and summer where we will be a participant that will be more applicable to our county.

- **E911 Grant status:**

The process of GPS mapping the entire county is nearing completion with two township's driveway locations remaining to be completed. This information will be provided to MSA who will accurately insert these locations into county map with road centerlines to provide accurate information for the E911 process. Contracts will be required with vendors of services and equipment prior to the required state Public Service Commission official contract for the grant sometime in April. The administration of the E911 grant will be transferred to Sheriff's department who has authority over the dispatch center.

Emergency Management Committee

February 10, 2006

Page Two

- **Trainings:**

Storm Spotters training will be held in Adams on Tuesday March 14 for all interested parties and is coordinated by National Weather Service out of LaCrosse. ICS 200 class is ongoing now in February with ICS 300 scheduled in March and ICS 400 in April. This will bring Adams County into compliance with the National Incident Management System training requirement. A Hazmat Technician refresher course will be held February 22 and 23 at the Adams County fire district station. All of the previous listed trainings are grant funded. Wisconsin Emergency Management courses being enrolled in over the next month are: Evacuation Planning and Public Information Officer. These classes are a required part of the Emergency Management certification process.

- **Kids Day:**

Motion by Sebastiani/Dehmlow to approve Emergency Management's participation in the April 8 Kid's Day to be held at the Adams-Friendship High School. The \$10 fee was budgeted for 2006. All in favor. Motion approved.

Motion by Klingforth/Dehmlow to approve the Director's Report as presented. All in favor. Motion approved.

February Vouchers/Purchase Orders: **Motion** to approve the purchase orders & vouchers as presented by Dehmlow/Eggebrecht. All in favor. Motion approved.

Director Calendar: **Motion** by Klingforth/Dehmlow to approve the Director calendar for February and March as presented as well as vacation April 12-17. All in favor. Motion approved. Grabarski also provided monthly a listing of meetings and trainings she attended during January.

Next Meeting Date: **Motion** by Eggebrecht/Klingforth to adjourn until Friday March 10, 2006 at 9:30 AM. All in favor. Motion approved. Meeting was adjourned at 9:58 AM.

Respectfully submitted,

John West, Chair

These minutes have not been approved by this committee.

Emergency Management Committee Meeting

March 10, 2006

A meeting of the Emergency Management Committee was called to order at 9:30 AM by Chair John West at the Adams County Courthouse, Room A260 on Friday March 10, 2006. The meeting was properly noticed. Roll call showed present committee members: John West, Karl Klingforth, Al Sebastiani, Fran Dehmlow and Bob Eggebrecht. Also present was: Jane Grabarski, Director.

Motion to approve the agenda as printed Sebastiani/Dehmlow. All in favor. Motion approved.

Request from Chair for any public input. There was none.

Motion by Klingforth/Eggebrecht to approve the minutes as printed of the 2/10/06 Emergency Management committee meeting. All in favor. Motion approved. Question was asked by Klingforth if information was confirmed with Wausau Insurance concerning Workman's Compensation for future Hazmat team members. Grabarski provided the committee with email documentation from Wausau Insurance stating they would cover pay comparable to a fulltime member even though our team would be considered on-call.

Director Report:

- **Disaster Planning:**

Memorandums of Agreement are in place with each Town government, the Village and the DNR to use their facilities as an alternate EOC in time of emergency/disaster should they be available. An evacuation plan needs to be developed – it is likely a 12-18 month process. To aid in a county re-entry process following a disaster, a supply of Tyvek® wristbands have been purchased in a variety of colors. They are numbered, durable and readily available.

- **Countywide Level “B” Hazmat Team status:**

Job descriptions and position applications for the Hazmat Chief position and the Hazmat team members have been created using other counties information as starting template. Input for refinement will be asked of Adams County Fire Officers and the LEPC committee at their March meetings and Personnel Director before they will be implemented.

- **County Exercise update:**

Adams County Public Health is planning mass vaccination exercises with a table top on April 11 and a functional exercise on July 11 to test our county planning, skills and equipment. Several community partners have been included in the recent planning and the county EOC will be utilized during the functional exercise.

- **E911 Grant status:**

The administration of the E911 grant has transferred to Sheriff's department who has authority over the dispatch center. Contracts are still unsigned as final computer hardware and software vendors have not been selected. Bids are still be evaluated. The E911 equipment must be completely operational by June 2007 to be eligible for PSC grant reimbursement.

- **Trainings:**

SKYWARN Storm Spotters training scheduled for Tuesday March 14 at the Community Center has 45 people registered at this time and will be coordinated by National Weather Service out of LaCrosse.

Incident Command System (ICS) 300 class has 36 students attending the Level 3 training provided by MSTC at the Adams Center. Once an online National Response Plan 800 class is completed by students this will bring Adams County into compliance with the National Incident Management System training requirement for 2006. The ICS 400 set for April has been cancelled and will be rescheduled in September.

Wisconsin Emergency Management courses recently completed are Evacuation Planning and Public Information Officer training. eSponder is a web-based management tool being offered to each county through Emergency Management from Wisconsin Emergency Management. A county director will have access to a variety of emergency management tools on our own

Emergency Management Committee

March 10, 2006

Page Two

website. Grabarski will train in April in CAMEO (a software product) to aid in fixed facility planning and management.

- **Mobile Command Post/Mass Casualty Trailer:**

The two vehicles have been checked regularly – most recently on March 7 and appear to be in good condition. Plans will be made to return them to the Old Highway Garage at the end of the month, as the contract with Town of Adams expires at that time.

- **Kids Day:**

Emergency Management is preparing to participate in the April 8, 2006 Kid's Day to be held at the Adams-Friendship High School. The goal is to develop an emergency preparedness in youth with developing a home emergency plan and kit. Activities will include coloring sheets and paper-folding creations.

Motion by Dehmlow/Klingforth to approve the Director's Report as presented. All in favor. Motion approved.

February Vouchers/Purchase Orders and Directors Calendar: **Motion** to approve the purchase orders, vouchers and calendar as presented by Klingforth/Eggebrecht. All in favor. Motion approved. Grabarski also provided the 2005 financial statement, a monthly ledger status and a listing of meetings and trainings she attended during February.

Next Meeting Date: **Motion** by Sebastiani/Eggebrecht to adjourn until Friday April 7, 2006 at 9:30 AM. All in favor. Motion approved. Meeting was adjourned at 10:00 AM.

Respectfully submitted,

John West, Chair

These minutes have not been approved by this committee.

Finance Committee
February 15, 2006 – 9:00 a.m.

Meeting called to order by Chairman Sebastiani with members Babcock and Ward in attendance.
Motion by Babcock/Ward to approve line transfers requested by Planning & Zoning. Motion carried by unanimous voice vote.
Motion by Ward/Babcock to approve line transfer requests by the County Treasurer. Motion carried by unanimous voice vote.
Vouchers were worked on.
Motion by Babcock/Ward to recess for lunch. Motion carried by unanimous voice vote.
Chief Deputy July joined the meeting at the committee's request and talked about the Spillman System. Administrator Keuler also joined the meeting at this time.
Continued to work on vouchers.
Vouchers approved and submitted to the Clerk's office for payment.
The next meetings will be March 15 & 16 at 9:00 a.m. in Conference Room A260.
Motion by Babcock/Ward to adjourn. Motion carried by unanimous voice vote.
Respectfully submitted,
Bev Ward, Secretary

These minutes have not been approved by the committee.

GOLDEN SANDS RESOURCE CONSERVATION & DEVELOPMENT COUNCIL, INC.
Regular Business/Executive Committee Minutes
January 19, 2006
Portage County Annex, Stevens Point, WI

Call to Order - Hugh O'Donnell, President called the meeting to order at 10:40 AM. Introductions followed.

Attendance – Hugh O'Donnell, Joe Piechowski, Bruce Bushweiler, Donald Peterson, Eunice Lawrence, Amy Thorstenson, Bob Brilowski, Steve Bradley, Al Barden, Bettye Nall, Bill Ebert, Jerry Storke, Lynn Szulczewski, Phil Meyer, Greg Rebman, Roy Diver, Ken Williams, Matt Duvall, Bill Peterson and Brian Goepfert

Minutes Approval – Motion and second to approve the minutes (Marathon Co./Waupaca Co.). Approved with the following corrections: Barden made a correction to page 2 under the Forestry report line 4, 'Cottonville Fire Sign project is to erect a sign on Big Flats Town Hall,' and not on Nancy Livingston's property. Next line should read, 'It will serve as legacy and fire prevention education.'

Treasurer's Report - Eunice Lawrence, Treasurer, presented the report. The last maturity date for the John Kruger Memorial fund was May 20, 2005 and when that renews again we will have a different Treasurer. We need to check on the next maturity date. Motion and second to approve both reports as presented (Barden/Waupaca Co.). Motion carried.

OLD BUSINESS

Wisconsin Association of RC&D's meeting Update – Lawrence reported that the State Association will meet one week from today, January 26, 2006. The official representatives from our Council were sent a survey to fill out and return. It seems that attendance is dropping off at the executive and annual meetings. The survey asks broad questions like what direction is the RC&D organization going. The main question was regarding support for a statewide project. Lawrence plans on attending the next State Association meeting and will report on it at the March Council meeting.

NEW BUSINESS

Finance Committee Report – Lawrence reported there was an extra meeting held along with the Personnel Committee. Procedures were discussed for farming out all of Terri's old responsibilities between staff and the accountant. The final decision was to have all financial activities remain in the office and have Amy Thorstenson work as the Executive Director. Our QuickBooks accounting software will be upgraded. Terri is still coming in once a week for training. The extra meeting was held to make decisions that could not wait until this meeting.

Committee Reports:

Water – Bradley reported the EWM summary report is complete and available on the Portage County and Golden Sands RC&D websites. The Mill Creek summary report for the inventory taken with the interns last summer has been completed. The GIS coverage is invaluable to County LCD's. Each dot represents a photograph of the stream and erosion sites. The report is available as a pdf document, but the GIS is available upon request. Thorstenson added that some of the dots might bring up an entire data sheet as well as a photo. Bradley continued his report; Marathon County is working with Lincoln County to hire staff to work in both counties to lessen workloads on present staff. Fyksen gave a report on the Grazing project. The Advisory Committee met yesterday, January 18 and everything went well. He is branching out into Waushara County. Schwab gave an update for the grasslands project. She is working on a mailing of landowners in Clark, Marathon, Portage and Wood Counties to put together stepping-stones for Prairie Chickens to migrate back and forth. An activity report from Schwab was made available. Jerry Storke updated the Village of Milladore is having some drainage issues on the Portage and Wood County line. It is also where Highway 10 will be going. The Central Wisconsin Windshed Partners will meet next week. Shannon Rhode is getting ready to order trees for 2006, so anyone interested should contact him. For the Sense of Place project, Duvall put together a meeting for March 23, 2006 for agencies to discuss Volunteer Monitoring Project and what each agency can provide. Duvall, Thorstenson and Nancy Turyk are finalizing the Sense of Place Brochure for the Central Wisconsin Basin. New projects were discussed: Eurasian Water Milfoil Weevil project for continuation with the Village of Plover for Springville Pond and Town of Stockton for Lake Thomas milfoil issues. Thorstenson will apply for an AIS grant. The Friends of the Little Plover River group met last night and sent out their newsletter. They received some money from people interested in helping, but are unsure what to do with it. Golden Sands may need to act as a fiscal agent. They are trying to get the DNR to form a work group and they are willing. Early planning in the process to have a new multi-county agronomist position with RC&D.

Forestry – Barden reported the John Kruger Memorial signs would be plastic inexpensive signs. Ebert stated all 9 Counties are lined up except Marquette County not confirmed. John's brother still farms in Marquette County and he may be a candidate. Treeshelters have not had much activity yet. The new 2006 price list has been made up and the bulk mailing is in the process of getting out. Placemats has had minimal activity, there are still about half left. Portable Logging Bridge project is awaiting funding. New projects: WEEB grant for invasive species at Fern Island in Wausau. A local activity for High School student's field trips and community workdays to clean up these species. Will hopefully establish an annual event.

Wildlife – No committee at this time.

New Projects for Approval – Previously reported new projects above and the following: Emmons Creek Assessment to continue a monitoring program for Emmons Creek, will apply for a DNR River Planning Grant. Motion and second to approve new projects as presented (Waupaca Co/Waushara Co). Motion carried.

Funding Updates – Ebert reported the WEEB grant went out for the Fern Island project. A small Besadney Grant went out to help support the Prairie Chicken Festival. The Cottonville Fire Sign will be funded fully without a grant. The DNR will get a mitigation grant with flexibility. We are getting some farmers interested in the Farm Fresh Atlas as well as some funding. The layout will be done on campus. Contact local Chambers to get farmer market information. Anyone interested in listing should contact Bill at the RC&D office. There is a list of farmer's markets maintained with DATCP or Extension.

Other Project Updates - *Bradley reported that Sharon Schwab, CWGCA Coordinator, is organizing a Prairie Chicken Festival on Earth Day, April 22, 2006 at the Meade Wildlife Center. If anyone is interested in having a display at the festival, contact Schwab at the RC&D office. Ebert stated the Friends of Mill Creek is in transition and information or support that can be offered to this group would be appreciated. Money has been received from Waupaca LWCD to teach groundwater at the schools. Ed Hernandez from Waushara County will also contribute some money for his County. We need to hire someone to continue these projects. Two work-study students, Margie and Andrew, have worked on the Portage County groundwater program. There has been a problem this year with funding and staff. So the Portage County groundwater program will operated only with residual funding.*

Agency Reports - Roy Diver, NRCS Wood County, updated they have allocated \$262,000 to equip conservation practices; it is still the main focus in the office. There is a new full time soil technician, Tyler Vonce; he started in July of

2005. The Earth Team Volunteer, Becky Diver, has been helping at the office. The wetland preserve program has interested but has changed. Appleton NRCS DC position will not be filled for 6 months. Lynn Szulczewski, Waushara County NRCS, updated funding is similar to Wood County. Some concerns about funding levels and tax rates under WRP.

Other Reports – *Nall reported the Dairyland State Academy is a partnership program between private and public to teach and enhance agriculture throughout the region. Raising funds to build, lots of partners and hoping to have goals achieved by 2007. Lawrence stated maybe RC&D could play a role.*

It was suggested to hold the May meeting at the Meade Wildlife Center. It is a great building with renewable energy features.

Lawrence also stated that we would need an interim Treasurer from March through the next elections in May. She will not be a member any longer.

Motion to adjourn. (Waupaca Co./Barden) Carried. Meeting adjourned at 12:20 p.m.

Respectfully Submitted, *Jamie J. Phillis, Administrative Assistant*

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HEALTH & HUMAN SERVICES BOARD

2 February 2006 Meeting

Call to Order and Roll Call – The meeting of the Adams County Health & Human Services Board was called to order by Ms. Bev Ward at 1:30 P.M. in the Health & Human Services building in Friendship. Those in attendance included Charles Rath, Larry Babcock, Agnes Weingarten, Cynthia Loken, and Bev Ward.

Others Present – John Keuler, County Administrator, Kevin Kniess, Corporation Counsel, and Al Sebastiani, County Board Chairperson.

Staff Present – Diane Osborn, Long Term Support Services Manager and Eric G. Furtkamp, Ph.D., Director.

Closed Session – A motion was made by Mr. Babcock and seconded by Ms. Weingarten to convene in closed session pursuant to s. 19.85(1)(e), Wisconsin Statutes, to deliberate or negotiate the purchase of public properties. Roll Call vote: 5 aye, 0 nay. Motion Carried.

Open Session – A motion was made by Mr. Rath and seconded by Mr. Babcock to reconvene in open session pursuant to s. 19.85(2), Wisconsin Statutes. Roll Call vote: 5 aye, 0 nay. Motion Carried.

Adjournment – A motion was made by Ms. Loken and seconded by Mr. Rath to adjourn. Voice vote, all in favor. Motion Carried.

Respectfully Submitted,

Eric G. Furtkamp, Ph.D.
Director

THESE MINUTES HAVE NOT BEEN APPROVED BY THE HEALTH & HUMAN SERVICES BOARD

HEALTH & HUMAN SERVICES DEPARTMENT

108 East North Street

HEALTH & HUMAN SERVICES BOARD
10 February 2006 Meeting

Call to Order and Roll Call – The meeting of the Adams County Health & Human Services Board was called to order at 9:10 A.M. in the Richard C. Holt Conference Room of the Health & Human Services Building in Friendship. Those in attendance included ~~Chairperson Beverly Ward, Joyce Kersendon, Cynthia Gandy,~~ Charles Rath, Larry Babcock, Maureen Bruce (arrived at 9:50 A.M., after public participation), Teresa Harvey-Beversdorf (left at approximately 11:00 A.M., after the Public Health Unit report), and Agnes Weingarten. Dr. Hany Mikhaeel was excused.

Others Present – Mary Young, Southern Regional Office Director for the Division of Public Health, Sheri Siemers, Public Health Educator, Joe Lally, Sanitarian, and Nick Oasen, Public Health Technician.

Staff Present – Linda McFarlin, R.N., M.A., Health Officer, Carol Johnson, Aging Unit Director, Sandra Wormet, Economic Support Services Manager, Diane Osborn, Long Term Support Services Manager, Wendy Pierce, Fiscal and Support Services Manager, and Eric G. Furtkamp, Ph.D., Director.

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Ms. Loken and seconded by Ms. Weingarten to approve the agenda as published and to certify compliance with the Open Meetings Law. Voice vote, all (7) in favor. Motion Carried.

Approval of Minutes – A motion was made by Mr. Babcock and seconded by Ms. Loken to approve the minutes of the 13 January 2006 and 2 February 2006 HHS Board meetings, 13 January 2006 Finance Subcommittee meeting, and 30 January 2006 Service Evaluation Subcommittee meeting as printed. Voice vote, all (7) in favor. Motion Carried.

Public Participation – A number of participants at the congregate meal sites were present to participate in an open discussion of the Easton nutrition site. Those addressing the Health & Human Services Board included: Mr. Wilbur Bacon, Ms. Bernice Janecek, Ms. Beverly Braunsky, Mr. Al Soucek, Mr. Louie Parks, Mr. Bob Williams, and Mr. Jim Gatley. Staff of the Aging Unit participating in the discussion included Ms. Rita Reidel, Nutrition Director, and Ms. Diane Schmidt, Cook at the Adams nutrition site. The issues raised could be categorized as follow: issues directly related to the decision to rotate Cook/Site Manager staff between Easton and Big Flats (e.g. inconsistencies in portions, meal presentation, site rules and practices, allegations of differential treatment of some participants, etc.) and questions regarding menu planning and the

nutritional content of the meals served (e.g. portion sizes, menus providing insufficient quantities of food, bread not included in all meals, chocolate milk available for diabetics, lack of choices at meals, etc.).

Correspondence – None

A motion was made by Mr. Rath and seconded by Ms. Kirsenlohr to deviate from the agenda to consider new business. Voice vote, all in favor. Motion Carried.

New Business – *Mary Young to present the Level II document to public health.* Mary Young presented a certificate to Linda McFarlin, Health Officer, indicating continued status of as a Level II health department. Ms. Young thanked those participating in the survey, including public health unit staff and Health & Human Services Board members. Ms. Young also spoke briefly about the accomplishments of the public health unit and issues on the horizon.

Medical Assistance Transportation Management Initiative. Dr. Furtkamp reviewed with the Board the elements of the state initiative to create MA transportation management regions, and explained the perceived benefits and drawbacks of county participation, including the redirection of state reimbursement for the services provided and for a portion of the costs of administering the program. After discussion, a motion was made by Mr. Rath and seconded by Mr. Babcock to decline to participate in the Medical Assistance Transportation Management initiative. Voice vote, all in favor. Motion Carried.

Review and action on updated Long Term Support Services Unit job descriptions. The Board reviewed job description revisions for the following positions: Bus Driver, Case Manager, Case Worker – Adult Activity Center, Case Worker – Community-Based Support Program, Children’s Services Coordinator, Clerk-Typist, Long-Term Support Services, Job Coach, Social Worker II (Case Manager), Training Specialist – Adult Activity Center, and Training Specialist – Thrift Store. Ms. Osborn and Dr. Furtkamp highlighted the few substantive changes in the job descriptions, answered questions from members of the Board, and shared the comments received from staff and the union as well as the responses given. After discussion, a motion was made by Ms. Weingarten and seconded by Ms. Loken to approve the job descriptions as presented and to forward them to the Personnel Committee for consideration. Voice vote, all in favor. Motion Carried.

Reconsideration of dangerous animals ordinance. Ms. McFarlin presented the rationale for reconsideration of a dangerous animals ordinance and reviewed a draft ordinance, copied from one passed by Juneau County. The Board authorized Ms. McFarlin to refer the draft ordinance to Kevin Kniess, Corporation Counsel, for review.

Human health hazard review. Joe Lally, Sanitarian, presented a report of human health hazards in Adams County, and distributed documents relating to two properties on which action was requested. In addition, Mr. Lally presented the Board with updates on the status of properties previously discussed. After consideration, a motion was made by Mr. Rath and seconded by Ms. Bruce to authorize action on two sites as recommended by Mr. Lally. Voice vote, all in favor. Motion Carried.

Purchase of Service Contracts – None.

Conference and Workshop Requests – A motion was made by Ms. Kirsenlohr and seconded by Ms. Harvey-Beversdorf to approve the attendance of :

- LeeAnn Bock, Mental Health Therapist, at a conference entitled “*Bipolar Disorder in Youth*” in Madison on 23 March 2006 (\$110 registration).
- Linda McFarlin, Lisa Krizan, and Chris Saloun at the Governor’s Influenza Pandemic Summit, 8 March 2006 (location and cost, if any, not yet determined).
- Chris Saloun at “Foodborne Illness Investigations Course – FD 325” on March 7-9, 2006 at the Holiday Inn Hotel & Convention Center, Stevens Point (\$65 registration, \$100 mileage, \$30 meals).
- Diane Osborn and Candy Kerstner at the Wisconsin Birth to 3 Leadership Event in Wisconsin Rapids on 22 February 2006 (\$25 registration each, \$22.25 mileage).
- Lisa Etheridge at Children’s Long Term Support Waiver Training in March 2006 (date as yet unspecified) in Madison (\$40 registration).
- Tracy Sipla and Lila Peterson to “*Transitioning from Foster Care to Adoption*” presented by the Southern Child Welfare Partnership in Wisconsin Dells on 20 April 2006 (\$20 registration each and \$27 mileage).

Voice vote, all in favor. Motion Carried.

Purchases – Ms. Wendy Pierce presented proposals from Pitney Bowes and Advanced Office Products for new postage meters, since the present meter will be obsolete as of the end of 2006. After discussion of the relative merits of the two proposals, a motion was made by Mr. Babcock and seconded by Ms. Loken to approve the purchase of a new postage meter from Advanced Office Products. Voice vote, all in favor. Motion Carried.

Unit, Advisory Committee, and Consortia Reports

♦ Aging & Long Term Support

- *Aging Advisory Committee* – next meeting May 2006.
- *Nutrition Advisory Committee* – issues from the 18 January 2006 meeting were discussed during the public participation section of the meeting.
- *Long Term Support Advisory Committee* – Ms. Osborn summarized the action and discussions from the 19 January 2006 meeting.
- *Review of Written Report of the Aging Unit Director* – Ms. Johnson was present to review the contents of the written report that she distributed to the Board.
- *Review of Written Report of the Long Term Support Services Manager* – Ms. Osborn was present to review a written report previously distributed to the Board.

♦ Public Health

- *Review of Written Report of Health Officer* – Ms. McFarlin was read the contents of her written report, which was inadvertently omitted from the packet previously distributed to the Board.

Ms. Harvey-Beversdorf was excused from the meeting.

♦ Children & Family Services

- *Youth Services Advisory Committee (4-Cs)* – next meeting 10 February 2006.
- *Mental Health/AODA Committee* – A meeting is not yet scheduled. Staff shortages in the outpatient clinic have postponed development of the Comprehensive Community Services benefit application.
- *Review of Written Report of Youth Services Manager* – The Board reviewed the contents of the written report previously distributed.
- *Review of Written Report of Clinical Services Manager* – The Board reviewed the December inpatient statistics prepared by clinic staff.

♦ Economic Support

- *W-2 Steering Committee* – Ms. Wormet reported the discussions of the Adams County Visions Committee meeting of 8 February 2006.
- *PAW Consortium* – The Consortium will meet on 27 February 2006. The Job Center consortium is scheduled to meet on 21 February 2006.
- *Review of Written Report of Economic Support Services/W-2 Program Manager* – Ms. Wormet was present to review a report previously submitted to the Board.

♦ Fiscal & Support

- Ms. Pierce will report on the consolidated budget at the March HHS Board meeting.

Subcommittee Reports

- ♦ Finance Subcommittee – The subcommittee is scheduled to meet on 14 February 2006.
- ♦ Human Resources Subcommittee – The subcommittee will conduct interviews for the Mental Health/AODA Counselor, Registered Nurse, and Clinical Services Manager positions on 17 February 2006.
- ♦ Service Evaluation Subcommittee – no meetings scheduled until November 2006.

Director's Report – Dr. Furtkamp reported that problems have been experienced with the alarm system, and that it has been reported that the main panel is obsolete and will need to be replaced. Proposals are being solicited from the Grand River Cooperative and Starcom Security (which installed and has maintained the current system).

Closed Session – A motion was made by Mr. Rath and seconded by Ms. Bruce to convene in closed session pursuant to s. 19.85(1)(e), Wisconsin Statutes, to deliberate or negotiate the purchase of public properties. Roll Call vote: 7 aye, 0 nay. Motion Carried.

Open Session – A motion was made by Mr. Babcock and seconded by Mr. Rath to reconvene in open session pursuant to s. 19.85(2), Wisconsin Statutes. Roll Call vote: 7 aye, 0 nay. Motion Carried.

Committee Discussion – Identification of other potential agenda items for future meetings. The Board identified the following issues: none.

Confirmation of Next Meeting Date – 10 March 2006, at 9:00 a.m.

Adjournment – A motion was made by Mr. Rath and seconded by Ms. Weingarten to adjourn. Voice vote, all in favor. Motion Carried.

Respectfully Submitted,

Eric G. Furtkamp, Ph.D.
Director

THESE MINUTES HAVE NOT BEEN APPROVED BY THE HEALTH & HUMAN SERVICES BOARD.

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HEALTH & HUMAN SERVICES BOARD – Finance Subcommittee
14 February 2006 Meeting

Call to Order and Roll Call – The meeting of the Finance Subcommittee of the Adams County Health & Human Services Board was called to order at 9:00 A.M. in the Richard C. Holt Conference Room of the Health & Human Services building in Friendship. Those in attendance included Chairperson Cynthia Loken, Larry Babcock, Agnes Weingarten, and Joyce Kirslenlohr. Subcommittee member Charles Rath was excused. Also present were Wendy Pierce, Fiscal & Support Services Manager and Eric G. Furtkamp, Ph.D., Director.

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Ms. Weingarten and seconded by Ms. Kirslenlohr to approve the agenda and certify compliance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

Approval of Minutes of the 13 January 2006 Meeting – A motion was made by Mr. Babcock and seconded by Ms. Kirslenlohr to approve the minutes of the 13 January 2006 meeting as presented. Voice vote, all in favor. Motion Carried.

Public Participation – None

Correspondence – None

Review of Veteran's Services Vouchers – The subcommittee reviewed vouchers from the Veteran's Services Department. A motion was made by Ms. Kirslenlohr and seconded by Mr. Babcock to approve the Veteran's Services vouchers. Voice vote, all in favor. Motion Carried.

Review of Health & Human Services Vouchers – The subcommittee reviewed vouchers from the Health & Human Services Department, presented by Wendy Pierce and Eric Furtkamp. A motion was made by Ms. Kirslenlohr and seconded by Ms. Weingarten to approve the vouchers (total \$289,599.58, including "*Friday Checks*") as presented. Voice vote, all in favor. Motion Carried.

Review of Vouchers Previously Submitted for Payment ("*Friday Checks*") – The subcommittee reviewed and signed vouchers previously submitted for payment to the (County) Finance Committee.

Approval of Financial Reports for Review by HHS Board – The subcommittee reviewed the December 2005 Revenue/Expense reports from the County Clerk's office and the monthly Departmental financial report. A motion was made by Mr. Babcock and seconded by Ms. Weingarten to approve the financial reports as presented and refer them for consideration by the HHS Board. Voice Vote, all in favor. Motion Carried.

Committee Discussion – The subcommittee discussed including the following issues in future meetings: none.

Adjournment – A motion was made by Ms. Weingarten and seconded by Ms. Kirslenlohr to adjourn until 14 March 2006 at 9:00 A.M. Voice vote, all in favor. Motion Carried. Meeting adjourned at 10:25 A.M.

Respectfully Submitted

Eric G. Furtkamp, Ph.D.

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HEALTH & HUMAN SERVICES BOARD – Human Resources Subcommittee
17 February 2006 Meeting

Call to Order and Roll Call – The meeting of the Human Resources Subcommittee of the Adams County Health & Human Services Board was called to order by Ms. Bev Ward at 1:00 P.M. in the Health & Human Services building in Friendship. Those in attendance included Maureen Bruce, Cynthia Loken, and Bev Ward.

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Ms. Loken and seconded by Ms. Bruce to approve the agenda as published and to certify compliance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

Closed Session – A motion was made by Ms. Bruce and seconded by Ms. Loken to convene in closed session pursuant to s. 19.85(1)(c), Wisconsin Statutes, to conduct interviews for the positions of Mental Health/ AODA Counselor and Registered Nurse. Roll Call vote: 3 aye, 0 nay. Motion Carried.

Open Session – A motion was made by Ms. Bruce and seconded by Ms. Loken to reconvene in open session pursuant to s. 19.85(2), Wisconsin Statutes, and vote to select an individual (and alternates) for the Mental Health/AODA Counselor and Registered Nurse positions and to consider and vote on any other appropriate matters. Roll Call vote: 3 aye, 0 nay. Motion Carried.

- ♦ A motion was made by Ms. Bruce and seconded by Ms. Loken to offer the position of Mental Health/AODA Counselor to Ms. Diane Anderson and designate Mr. Jerry Olson as the alternate selection in the event of a vacancy in a therapist/counselor position within the next year. Voice vote, all in favor. Motion Carried.

Committee Discussion – Identification of other potential agenda items for future meetings: The subcommittee identified potential dates to complete the interviews for the Registered Nurse position.

Adjournment – A motion was made by Ms. Bruce and seconded by Ms. Loken to adjourn. Voice vote, all in favor. Motion Carried.

Respectfully Submitted,

Eric G. Furtkamp, Ph.D.
Director

THESE MINUTES HAVE NOT BEEN APPROVED BY THE HEALTH & HUMAN SERVICES BOARD.

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HEALTH & HUMAN SERVICES BOARD – Human Resources Subcommittee
24 February 2006 Meeting

Call to Order and Roll Call – The meeting of the Human Resources Subcommittee of the Adams County Health & Human Services Board was called to order by Ms. Cindy Loken at 2:00 P.M. in the Health & Human Services building in Friendship. Those in attendance included Maureen Bruce and Cynthia Loken. Ms. Bev Ward was excused.

Approval of Agenda and Compliance with Open Meetings Law – A motion was made by Ms. Bruce and seconded by Ms. Loken to approve the agenda as published and to certify compliance with the Open Meetings Law. Voice vote, all in favor. Motion Carried.

Closed Session – A motion was made by Ms. Bruce and seconded by Ms. Loken to convene in closed session pursuant to s. 19.85(1)(c), Wisconsin Statutes, to conduct interviews for the position of Registered Nurse. Roll Call vote: 2 aye, 0 nay. Motion Carried.

Open Session – A motion was made by Ms. Bruce and seconded by Ms. Loken to reconvene in open session pursuant to s. 19.85(2), Wisconsin Statutes, and vote to select an individual (and alternates) for the Registered Nurse position and to consider and vote on any other appropriate matters. Roll Call vote: 2 aye, 0 nay. Motion Carried.

♦ A motion was made by Ms. Bruce and seconded by Ms. Loken to offer the position of Registered Nurse to Ms. Luan Jacobson. Voice vote, all in favor. Motion Carried.

Committee Discussion – Identification of other potential agenda items for future meetings: none.

Adjournment – A motion was made by Ms. Bruce and seconded by Ms. Loken to adjourn. Voice vote, all in favor. Motion Carried.

Respectfully Submitted,

Eric G. Furtkamp, Ph.D.
Director

THESE MINUTES HAVE NOT BEEN APPROVED BY THE HEALTH & HUMAN SERVICES BOARD

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE
THURSDAY, FEBRUARY 9, 2006, AT 9:00 A.M.
HIGHWAY DEPARTMENT OFFICE
1342 COUNTY ROAD “F”, ADAMS, WI**

MEMBERS PRESENT: **Larry Babcock, Chairperson
Dean Morgan, Vice-Chairperson
Dave Grabarski, Secretary
Robert Dixon
Joyce Kirslenlohr**

OTHERS PRESENT: **Ronald Chamberlain, Highway Commissioner
Joy Bork~Adams Taxpayer, Jeanette Bork~ Hoffman Construction, Fran Dehmlow,
Mike Malcolm~OMNNI, Phil Roberts~OMNNI, Mike Brynes~D.L. Gasser and
Peter Hoffman~Hoffman Construction**

WAS THE MEETING PROPERLY ANNOUNCED? YES

CALL MEETING TO ORDER / ROLL CALL: The Meeting of the Adams County Highway Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, February 9, 2006. ROLL CALL: Morgan, Grabarski, Dixon, Kirslenlohr, Babcock. ALL MEMBERS PRESENT.

APPROVE THE AGENDA: Motion by Grabarski to approve the Agenda as presented, second by Kirslenlohr. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

APPROVE MINUTES OF JANUARY 12, 2006 MEETING: Motion by Morgan to approve the Minutes as printed of the Adams County Highway Committee Meeting for January 12, 2006, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE

TRAFFIC IMPACT STUDY FOR LAKES EDGE PLAT: Motion by Grabarski to waive the Traffic Impact Study for the Lakes Edge Plat in lieu of placement of turning lanes and bypass lanes at both proposed intersections and each plat is to be evaluated on a case by case basis, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON CTH “A” BIDS (CTH “G” TO CTH “EE”): Bid tabulations are included in these minutes. Motion by Grabarski to award the CTH “A” Project between CTH “G” & CTH “EE” to D.L. Gasser for an amount of \$1,811,127.20 contingent upon receiving a letter of guarantee from D.L. Gasser and approval of that letter by Corporation Counsel, second by Dixon. ROLL CALL VOTE: Babcock – YES, Dixon – YES, Morgan – YES, Grabarski – YES, Kirslenlohr – NO. MOTION CARRIED.

CTH “Z” ~ 18TH LANE TO WOOD COUNTY LINE: The Highway Commissioner updated the Highway Committee on plans and obtaining biddable plans on the CTH “Z” – 18th Lane to Wood County Line Project.

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
FEBRUARY 9, 2006 ~ AT 9:00 A.M.**

CUSTODIAL SERVICES: Motion by Kirslenlohr that the Highway Commissioner presents to the Administrator the idea of consolidation of Janitorial Services for all county buildings presently contracted out, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

CTH “Z” ~ CTH “F” TO STH 82: Motion by Grabarski to approve the amendment of \$12,180.84 for title searches and engineering to S E H on the CTH “Z” ~ CTH “F” to STH 82 Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

2006 TRANSPORTATION ENHANCEMENT GRANTS: Motion by Dixon to apply for Transportation Enhancement Grant for tourist information center at STH 13 & STH 21 intersection, second by Kirslenlohr. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

OPERATIONS STUDY: Motion by Grabarski to postpone implementation of any recommendations until entire recommendations are presented, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (LETTER ATTACHED TO MINUTES)

WAYSIDES: Motion by Grabarski to explore obtaining all State owned waysides in Adams County, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

MOWING TRACTOR RENTAL: Motion by Kirslenlohr to allow the Highway Commissioner to obtain quotes on mower tractor rental, second by Grabarski. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON UNION POSTINGS: Motion by Grabarski to accept the Union Postings: State Patrol Person ~ STH 21 – **GREG SOLEY** and Reclaimer #400 – **NO SIGNATURES**, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

TRAINING: Motion by Grabarski, second by Kirslenlohr to approve the following training requests:

- 1) Signing & Marking Training / Tom Marini~Terry Schaetzka~Rodney Babcock~Tom Baggs~Fritz Starling / February 8, 2006 ~ Wisconsin Rapids, WI / FEE: Meal Reimbursements.

VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.

PAYROLL & VOUCHERS: Motion by Dixon to approve all payrolls and vouchers as audited, second by Grabarski. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

ADJOURNMENT: Motion by Kirslenlohr to adjourn the meeting until March 9, 2006 at 9:00 A.M., second by Grabarski. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

Meeting adjourned at 11:52 A.M.

Respectfully submitted,
Dave Grabarski, Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

LAND & WATER CONSERVATION COMMITTEE MEETING

March 13, 2006
Regular Meeting

Present: Joyce Kirslenlohr, Chair, Committee Members: Dick Colby, Fran Dehmlow and Dave Renner. Others present: Chris Murphy, County Conservationist, Patrick Gatterman, LWCD, Reesa Evans, LWCD, Sandy Davis, LWCD, Bruce Djustrom, WDNR, Barry Benson, USDA-APHIS, and Don Fornassiere, President Tri-Lakes Management, Ron Fischer, Tri Lakes Dam Operator. Not present Charlie Rath, LWCC.

Call to Order: Chair Joyce Kirslenlohr called the meeting to order at 9:04 a.m. in Adams County Courthouse Conference Room A260

Agenda: Motion by Colby/Renner to approve, Colby, Renner, Kirslenlohr approved, Dehmlow not present

Previous Minutes: Motion by Colby/Renner to approve minutes for February 13, 2006 meeting. Colby, Renner, Kirslenlohr approved, Dehmlow not present.

Report of USDA-APHIS: Benson presented 2005 Adams Co. Wildlife Damage Claims that were postponed from February meeting. Of the five claims submitted, Benson recommended two to be approved and three to be denied due to non-compliance with the program. Motion by Colby/Renner to approve two payments and deny three as recommended. Colby, Renner, Kirslenlohr approved, Dehmlow not present

9:08 AM Dehmlow arrived at meeting.

DNR Forestry: Djustrom reminded of the April 8, 2006, Tree planting workshop at the Big Flats Town Hall. Informed that the tree planters were ready for rental and that he is transferring to another position out of Adams County.

NRCS report: No report given.

*2006 Plan of Operations: **Plan was presented with revisions and discussed. Motion to approve plan by Renner/Colby, carried unanimously.***

Request for financial assistance for Big Spring Creek restoration: Murphy gave presentation on removal of dam and plans for the restoration of the Big Spring Creek after the dam removal. Proposed request for Adams County to contribute \$10,000.00 from the LWCD Watershed account towards the cost of the restoration, which is being financed in part by grants, and donations from other agencies and organizations. After discussion, request was made to postpone the vote on request until the April LWCC meeting when more information can be presented.

Staff Reports on Office Activities and Goals: February activities and goals for March discussed. Motion by Colby/Dehmlow to approve reports, carried unanimously.

Trainings and Conferences: Evans request to attend WALCE Wisconsin Association of Lakes Convention. Motion by Colby/Renner to approve reports, carried unanimously.

Committee Member Reports: No reports given.

Communications: Letter to LWCC from Jordan Lake District Board of Commissioners on 2004-2005 Jordan Lake Rehabilitation and Protection District status report.

Financial Report/Bills motion to approve by Colby/ Dehmlow, carried unanimously.

April 2006 LWCC meeting agenda items: Request for financial assistance for Big Spring Creek restoration.

Next Meeting Date: scheduled for April 10, 2006 at 9:00 a.m.

Motion to Adjourn at 11:02 AM by Dehmlow/Colby. Motion carried unanimously.

Respectively submitted,

Joyce Kirslenlohr, Chair

**LAW ENFORCEMENT
FEBRUARY 10, 2006
CONFERENCE ROOM A260**

MEMBERS PRESENT: Fran Dehmlow, John West, Karl Klingforth, Bob Eggebrecht, Al Sebastiani.

OTHERS PRESENT: Sheriff Sindelar, Chief Deputy July, Captain Herb Gies, Coroner George Coulter, Rome Chief Gronos, Officer Sandy Herfel, Greg Hachtel, Jane Grabarski, John Keuler, Kevin Kneiss, Shirli Suchomel

Order - Chair Fran Dehmlow called the meeting to order at 10:00 a.m. in room A260.

1. Was the meeting properly announced? Yes. Proof of faxes to radio and newspaper were produced.
2. Roll Call: Sebastiani, Dehmlow, West, Klingforth, Eggebrecht all present.
3. Approve the agenda - **MOTION** by West/Eggebrecht to approve the agenda. MC/Unan.
4. Coroner's Report - Coulter reported a busy month of January with the Emergency Government training, which is not being reimbursed to him or his deputies. George's grief management training came into use in a January case. **MOTION** by Klingforth/Eggebrecht to approve the Coroner's vouchers. MC/Unan. George left the meeting.

MOTION by Sebastiani/Klingforth to divert the agenda to item #15, Recommendation to Personnel to discuss the position of Medical Examiner. MC/Unan.

15. Corp Counsel Kneiss and Sheriff Sindelar spoke with the Coroner of Columbia County, Mark Playman, who said he would apply for the Medical Examiner position once approved. He does autopsies at Columbia at a lower rate than Madison, and would also come to Adams County for Mutual Aid. Playman has offered his autopsy services but the Coroner has not taken him up on the offer yet. Kneiss inquired why, and recommended that Finance take a look at this issue. Eggebrecht requested information on the differences between Coroner and Medical Examiner positions and Keuler stated that anyone can run for coroner whether they have medical knowledge or not. Kneiss asked for time to look into statutes and obtain more information prior to referral to Personnel. For next agenda: Medical Examiner -v- Coroner Recommendations. Sheriff Sindelar will phone Mark Playman and get his prices for services. Corp Counsel left the meeting at 10:15 a.m.
5. Approve minutes of January 13, 2006 - **MOTION** by Sebastiani/West to approve the 01/13/06 minutes.

MC/Unan. DA Thibodeau, Deb and Tasha Kaehler joined the meeting at 10:15 a.m.

6. District Attorney Thibodeau - Legal audio/video taping requirements 2005 WI Act 60 - Thibodeau provided a printed outline of the new tape recording requirements. Per a Supreme Court ruling last July, any statement of a juvenile must be electronically recorded or else juveniles' statements may be thrown out of court. Legislation is pending to make this the law for adults, effective January 1, 2007. Thibodeau brought this to Committee's attention for the purpose of planning ahead. Cameras in the squad cars were discussed, as well as mobile recording equipment and a permanent room outfitted for recording in the Sheriff's Department. Recordings are evidence and as such must be stored. There is no requirement that every recording must be transcribed. Grants are available for purchase, installation, and maintenance of digital recording equipment for custodial interrogations. Thibodeau recommended videotaping. Sheriff reported there is no space in the department for such a set-up right now; plans will have to be made. Minnesota has this recording requirement and offers training and assistance to set up departments in Wisconsin. For next agenda: Audio/video taping requirements. Officer Herfel, Chief Gronos, and District Attorney Thibodeau left the meeting at 10:43 a.m.
 7. Correspondence - none.
 8. Animal Shelter Report/Animal Control Officer Report - Dehmlow mentioned the Dellwood cat problem. Sheriff spoke this week with Joe Lally who visited this home. They got rid of the dogs but not the cats. Eggebrecht reported a City of Adams cat problem where their attorney has been working for over three months with little success so far in legislating cats. Both Joe Lally and the Public Health Nurse have visited this house where there are between 60-200 cats. Policy is needed before action can be taken. Klingforth asked Tasha about insurance on the Shelter; she reported payment all at once saves money so that was the course she chose. **MOTION** by Sebastiani/Eggebrecht to accept the Shelter and Animal Control reports. MC/Unan. Deb, Tasha, Eggebrecht, and Gies left the meeting at 10:48 a.m. Gies returned at 10:49; Eggebrecht returned at 10:50 a.m.
- Sheriff requested permission to return to agenda item #6 seeking direction as to how to comply with the new audio/video taping law. A study for a new department layout was approved in the past; now it will need to change to comply with E911 dispatch changes and recording/video requirements. Sheriff would like a space needs study to include these and all the older issues. David July outlined all the changes that will be needed, asking for Committee's approval to explore solutions. Klingforth left the meeting at 11:15; returned at 11:17 a.m. Keuler stated that by January of 2007 there will be no parts available anymore to fix the existing dispatch equipment, it will be that outdated, stating the time to change over is now. A 2/3 County Board vote is needed to release funding. **MOTION** by Eggebrecht/Klingforth to authorize Chief July to do a Sheriff's Department pre-study needs assessment including but not limited to dispatch-communications center, office space, interview rooms and recording/video capabilities, covering all State mandates, and explore all possible grants and financing options with the intent of hiring a firm to conduct a formal study. Sebastiani was excused from the meeting at 11:20 a.m. MC/Unan For the next agenda: Needs assessment - David July.
9. Ambulance policy - tabled. To be on next agenda.
 10. Greg Hachtel, GMJ Automotive - Mr. Hachtel presented his automotive services and prices for consideration by Committee to do business at his establishment. He outlined his proposals at length and left the meeting at 11:56 a.m.
 11. Computer system update - David July reported that we received an updated pending draft offer from Spillman which he received from MIS. Review Committee recommended going to Marquette County to see how well the system works which will happen Wednesday, February 15, 2006. Part of the funding involves the Emergency Government grant. For next agenda: Computer system updates. Vendor contracts must be signed before April

1 to qualify for the grant. Composite drawing capabilities were discussed.

12. False alarm charges - tabled. To be on next agenda.

13 & 14. Test/interview dates for Dispatcher and Road Officer Eligibility Lists - Jane Gervais joined the meeting at 12:09 p.m. and informed Committee that testing is Saturday, February 11; results will come in the last week of February. Jane left to get Kevin Kneiss.

16. Discussion turned to agenda item #16: Discuss keeping numbers on the squads. David July reported a savings of around \$540 per year by using squad numbers only on the trunk. Discussion followed, and a **MOTION** was made by Eggebrecht/Klingforth to put squad numbers only on the trunk in three-inch minimum size. MC/Unan.

13 & 14. Kevin Kneiss joined the meeting at 12:14 p.m. and reported having 136 Road Officer applications and 28 for Dispatch. Applicants will be screened down based on test scores and qualifications by Kneiss, Sindelar, and July, CCAP and NCIC backgrounds will be run, and applications will be brought before Committee. Interviews will be held in the third week of March. For next agenda: Review applications for Road Officer and Dispatcher.

17. Jail Captain's Report – Safekeeper report was presented; revenue will be about \$100,000 down from 2004. A male jail officer has left to go to FCI Oxford. The common reason for jailers leaving is Protective Retirement Status at FCI, per Captain Gies.

18. Committee Reports – no accidents to report. Purchase Orders were signed by Committee. **MOTION** by West/Klingforth to approve the financial reports and vouchers. MC/Unan. Overtime report was read by Committee.

19. Select/discuss agenda items for March 10, 2006 – All the usual items plus all the underlined text above.

20. Set next meeting date – March 10, 2006, 10:00 a.m. Conference Room A260.

21. Adjourn – **MOTION** by Eggebrecht/West to adjourn. MC/Unan.

Submitted by Deputy Sheriff Shirli Suchomel, Acting Secretary

MINUTES OF THE LIBRARY BOARD OF TRUSTEES

January 30, 2006

The meeting was called to order at 1:02 p.m. Present were Director Calef, President Townsend, Heideman, Bebris, West, Kreten, Nelson, and Albrecht who was excused at 1:25 p.m.

Bills were disseminated for review and initialing.

Motion was made by Bebris and seconded by Kreten to accept the minutes of the December meeting. The motion was passed unanimously.

COMMUNICATIONS: A thank-you note was received for condolences sent by the board.

ELECTIONS: Covered last month and already approved by the County Board.

DIRECTOR'S REPORT: Circulation was up in December—7496 in 2005—6004 in 2004. Total circulation increased 28% in 2005.

Calef, Townsend, Heideman, and Bebris met with the Personnel Committee to try to resolve the staffing issues. Supervisor Ward introduced a motion to hire either a full-time or two part-time people. The motion was defeated in spite of Ward's eloquent advocacy for more staff. A subsequent motion was approved that will add one part-time person and give the library an LTE position. Shannon Haskins starts in that position on January 26. Approval of the part-time position did not go before the January County Board meeting. Approval is to be hoped for at the February meeting.

In mid-January, Dan Jacobson (SCLS technician) set up the lab and the wireless capability. There have been no problems in the lab since then. The wireless capability has been advertised on the radio and will be advertised in the newspaper this week.

Calef will not attend PLAC on February 2, so as to be available when LINK staff comes that day to install new equipment. LINK meets on February 9 and Calef will attend WLA Legislative day on January 31. Stephanie will attend the Summer Reading Program workshop on February 10. All library staff will participate in a workshop on February 22, via computer, and the library will be closed until 11 a.m. on that day. Calef will attend a disaster plan workshop on February 23.

The Friends of the Library fund raiser, "The Chocolate Affair", will be held on February 4. Assistance will be appreciated.

Calef has begun work on the Annual Report for the state.

Changes have been proposed for the County Board committee structure. Calef postpones more discussion until the end of the agenda.

Discussion ensued about the unresolved staffing problems and how best to handle them considering the stringent budget cutting measures occurring in all departments of county services. Note was taken of the various new residential developments in the area and how they might affect library usage.

NEW COUNTY BOARD COMMITTEE PROPOSAL: Outlines of various proposals were disseminated among the board members. Director Calef has discussed the proposals with SCLS and they have indicated that policy-making powers must, by state statute, remain with the Library Board.

This area of concern must be defined in any new committee arrangement and Director Calef will draft a letter to Administrator Keuler to clarify the Library Board position. There will be a public meeting on the new committee arrangements February 2 at the Community Center. Discussion continued on the subject of funds; allocation and accountability, and the future needs of the library services in Adams County.

ITEMS FOR CONSIDERATION AT FUTURE MEETINGS: Heideman has been in contact with Margo Beaver concerning the nearly extinct Literacy Council. Although they can't supply volunteers that are interested in promoting literacy.

Kid's Day is coming up in April and needs an interactive activity for the library.

Adult book talk or review sharing possibilities as proposed by Bebris.

THE MEETING was adjourned at 1:45 p.m.

The next meeting will be February 27 at 1 p.m.

Respectfully Submitted,

Mary Nelson
Acting Secretary

PARKS COMMITTEE
February 14, 2006 9:00 a.m., Room A260

Meeting called to order by Chairperson Eggebrecht.

The meeting is in compliance with the open meeting law.

Present were committee members Rath, Renner and Kotlowski. Ward will be a few minutes late. Also present was Director Nickel and Pat Zweifel.

Motion by Kotlowski/Rath to approve the agenda as presented. MC by UVV.

No communications.

No public participation.

Motion by Renner/Kotlowski to approve the minutes from the last meeting. MC by UVV.

Current user fees. Ken Klein was not present to talk about his concerns and no action was taken. Quincy Fire Department expressed concern for the fee costs and fire coverage and are asking for a reduce fee for non-profit organizations. Motion by Renner/Kotlowski to give reduced fee to non-profit organizations with advance proof of non-profit status as defined in tax law 5013C. This must be in written form. Motion carried by unanimous voice vote.

Joining the meeting was Corporation Counsel Kneiss.

Motion by Kotlowski/Rath to convene in closed session per WI Stats 19.85(1)(a), for the purpose of reviewing possible future litigation the county may be involved with. Motion carried by roll call vote, all voting yes.

At this time Pat Zweifel left the meeting and Ward joined the meeting.

Motion by Rath/Renner to reconvene in open session per WI Stats 19.85(2) to take action if any is needed. Motion carried by roll call vote, all voting yes.

At this time Corporation Counsel left the meeting and Pat Zweifel rejoined the meeting.

Trails Report. None

Lake Sherwood boat launch upgrades and lease agreement status. We need to get new

figures for the boat launch as we need 40' of concrete for each ramp. We need the lease agreement before applying for funding. Fred will apply for Waterway funding from the Waterway Commission. The cost per launch will be approximately \$30,000. It was also announced that the Department will be going forward with the day use stations. **Petenwell Park mower replacement.** The riding mower with the bag attachment at Petenwell is junk. We are waiting to hear from Darren Tolley.

The computer at Petenwell is up and running. Castle Rock is bringing the computer into the Courthouse for programming. Should be up and running by April 1.

Bills audited and approve vouchers: Motion by Kotlowski/Ward to approve vouchers as presented and forward to Finance Committee. MC by UVV

Adjournment: Motion by Renner/Rath to adjourn. MC by UVV

Next meeting date: March 14th at 9 a.m.

Respectfully submitted,

Bey Ward, Secretary

These minutes have not been approved by the committee.

ADAMS COUNTY PLANNING & ZONING COMMITTEE

MEETING: February 8, 2006 at 8:00 A.M.

FOR SITE VISITS LISTED BELOW
& PUBLIC HEARINGS & OTHER BUSINESS
AT 9:30 A.M.

**ROOM A260 – COURTHOUSE
FRIENDSHIP, WISCONSIN**

At 8:00 Al Sebastiani, Chairman, called the site visit portion to order with the following members present: David Grabarski, Vice-Chairman; Robert Dixon, Secretary; Dean Morgan; Sylvia Breene and Jim Legried. Mike Keckeisen was excused. Others present were: Phil McLaughlin, Zoning Administrator and Diane Kopitzke, Recording Secretary.

Thomas & Jean M. Williams – Property known as Lot #1, C.S.M. #257, in the NE 1/4, SW 1/4, Section 23, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin. The Committee viewed the site and considered what overall impact development would have on the Conservancy District. The Committee then recessed at this site and reconvened at the Allan & Dolores Modrak property known as Lot #1, C.S.M. #4903, on 8th Drive, in the NE 1/4, NW 1/4, Section 23, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin. Allan Modrak was present at the site to explain to the Committee the location of the proposed potential building site. It was noted by the Committee, that this proposed building site looked lower than the property that was developed across the street and what impact a septic system would have on this site. Robert Dixon made a motion to recess and convene at the Courthouse in Friendship, Wisconsin. Jim Legried seconded the motion. All in favor. Motion carried.

RECESSED: 8:40 A.M.

RECONVENED: 9:30 A.M.

Planning & Zoning Committee members present: Al Sebastiani, Chairman; David Grabarski, Vice-Chairman; Robert Dixon, Secretary; Dean Morgan; Sylvia Breene; Jim Legried and Mike Keckeisen. Others present were: Phil McLaughlin, Zoning Administrator, Diane Kopitzke, Recording Secretary and Greg Rhinehart, County Surveyor.

Public Hearings were held for the following: Thomas L. & Jean M. Williams –Reconsideration of a Rezoning Request

from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Zoning Ordinance to make the 9.68 acre parcel conforming for residential use and a one acre portion from a Conservancy District to a Recreational/Residential District of the Adams County Shoreland Protection Ordinance on property known as Lot #1, C.S.M. #257, in the NE 1/4, SW 1/4, Section 23, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin. David Grabarski made a motion to recommend denial of the zoning change, on the above-described property, to the County Board for final action. The basis for denial was referenced to Sections 1.2, 1.3 and 9.0 of the Adams County Shoreland Protection Ordinance which include the following: The purpose of the Shoreland Protection Ordinance is to promote and protect the public health, safety, convenience

ADAMS COUNTY PLANNING & ZONING COMMITTEE

MONTHLY MEETING: FEBRUARY 8, 2006

PAGE #2

and general welfare of those areas and provide healthful conditions and control water pollution by limiting building sites and structures that would be detrimental to the shoreland area. Robert Dixon seconded the motion. Roll Call Vote To Deny: 7-Yes. Motion carried. Allan & Dolores Modrak – Rezoning Request from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Zoning Ordinance to make the 9.97 acre parcel conforming for residential use and a one acre portion from a Conservancy District to a Recreational/Residential District of the Adams County Shoreland Protection Ordinance on property known as Lot #1, C.S.M. #4903, in the NE 1/4, NW 1/4, Section 23, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin. David Grabarski made a motion to recommend denial of the zoning change, on the above-described property, to the County Board for final action. The basis for denial was referenced to Sections 1.2, 1.3 and 9.0 of the Adams County Shoreland Protection Ordinance which include the following: The purpose of the Shoreland Protection Ordinance is to promote and protect the public health, safety, convenience and general welfare of those areas and provide healthful conditions and control water pollution by limiting building sites and structures that would be detrimental to the shoreland area. Sylvia Breene seconded the motion. Roll Call Vote To Deny: 7-Yes. Motion carried. Jerry J. & Lou Ann Hippe – Rezoning Request from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Zoning Ordinance to allow the 20 acre parcel to become conforming on property located in the E 1/2, NE 1/4, NE 1/4, Section 15, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin. Mike Keckeisen made a motion to recommend denial of the zoning change. The motion died for a lack of a second. David Grabarski made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Jim Legreid seconded the motion. Roll Call Vote: 6-Yes. 1-No (Keckeisen). Motion carried. The reason Mike Keckeisen voted no is because he felt it would be better to wait until spring when the non-conforming parcels would be more suitably corrected. RecLand Properties – Rezoning Request from an A-1 Exclusive Agricultural District to an A-3 Secondary Agricultural District of the Adams County Zoning Ordinance on property (38+ acres) located in the NE 1/4, SW 1/4 and the NW 1/4, SW 1/4 and from an A-1 Exclusive Agricultural District to an R-2 Rural Residential District of the Adams County Zoning Ordinance on property (10+ acres) located in the NW 1/4, SW 1/4, Section 33, Township 18 North, Range 6 East, Town of Preston, Adams County, Wisconsin. (**Please note: A portion of property is located in a Recreational/Residential District of the Adams County Shoreland Protection Ordinance**). Jim Legreid made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Robert Dixon seconded the motion. Roll Call Vote: 7-Yes. Motion carried. Roger L. & Ruth Hogsett – Rezoning Request from an A-3 Secondary Agricultural District to an R-3 Mobile Home Residential District of the Adams County Zoning Ordinance to allow the 3.64 acre parcel to become conforming on property located at 386 S. Eagle Avenue, known as Tract #20, Pinewood Acres, in Part of Government Lot #4, in the SW 1/4, SW 1/4, Section 3, Township 16 North, Range 7 East, Town of New Chester, Adams County, Wisconsin. No action was taken in regard to this matter because the petitioner requested that this Public Hearing be tabled until March

ADAMS COUNTY PLANNING & ZONING COMMITTEE

MONTHLY MEETING: FEBRUARY 8, 2006

PAGE #3

2006. Arrowhead Inc./J. Robert Fusch – Rezoning Request from an A-1 Exclusive Agricultural District and an R-1 Single Family Residential District to an R-2 Rural Residential District of the Adams County Zoning Ordinance to allow a 5 acre parcel for residential use on property located in Part of Government Lot #1, at 275 Freedom Lane, in the SE 1/4, SW 1/4 and the SW 1/4, SW 1/4, Section 26, Township 15 North, Range 7 East, Town of Jackson, Adams County, Wisconsin. **(Please note: A portion of this property is located in a Recreational/Residential District of the Adams County Shoreland Protection Ordinance.** Robert Dixon made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Dean Morgan seconded the motion. Roll Call Vote: 7-Yes. Motion carried. Terry Ballard – Rezoning Request from an A-1 Exclusive Agricultural District to an R-1 Single Family Residential District of the Adams County, Zoning Ordinance to allow the property to become conforming at 4186 State Road 23, known as Lot #2, C.S.M. #1240, in the SW 1/4, SW 1/4, Section 31, Township 14 North, Range 7 East, Town of Dell Prairie, Adams County, Wisconsin. Robert Dixon made a motion to recommend approval of the zoning change, on the above-described property, to the County Board for final action. Dean Morgan seconded the motion. Roll Call Vote: 7-Yes. Motion carried. Donald P. Stark – Rezoning Request from an A-3 Secondary Agricultural District to an R-2 Rural Residential District of the Adams County Zoning Ordinance to split the 9.47 acre parcel into 2 lots on property located at 3887 10th Avenue, known as Lot #1, C.S.M. #4880, in the SE 1/4, SE 1/4, Section 16, Township 14 North, Range 6 East, Town of Dell Prairie, Adams County, Wisconsin. Dean Morgan made a motion to recommend enactment of the zoning change, on the above-described property, to the County Board for final action. Jim Legreid seconded the motion. Roll Call Vote: 7-Yes. Motion carried. Public Hearing on Amendment to the Sexually Orientated Business Ordinance. No action was taken in regard to this matter. Public Hearing on a Permit/Ordinance Compliance Responsibility Ordinance for Adams County. Mike Keckeisen made a motion to recommend enactment on the above-stated matter, to the County Board for final action. David Grabarski seconded the motion. Roll Call Vote: 7-Yes. Motion carried.

The Adams County Planning & Zoning Committee contemplates a site visit if necessary.

10:55 A.M.: Gregory Rhinehart, County Surveyor joined meeting.

11:00 A.M.: Wayne Taylor, Tom Koren, Rick Uphoff and Fran Dehmlow joined meeting.

David Grabarski made a motion to take a short recess. Mike Keckeisen seconded the motion. All in favor. Motion carried

RECESSED: 11:05 A.M.

RECONVENED: 11:15 A.M.

ADAMS COUNTY PLANNING & ZONING COMMITTEE
MONTHLY MEETING: FEBRUARY 8, 2006
PAGE #4

Sylvia Breene made a motion to deviate from the agenda and hear items #1,2,7,8 and 9. Jim Legreid seconded the motion. All in favor. Motion carried.

Gregory Rhinehart, County Surveyor, presented the Surveyor's Report for the month of January 2006 for the Committee's review. Gregory Rhinehart submitted one voucher for the Committee's signature before submitting to

Finance Committee. Mike Keckeisen made a motion to accept the Surveyor's report as presented and submit the signed voucher to the Finance Committee. Sylvia Breene seconded the motion. All in favor. Motion carried.

Preliminary Plat for Friendship Edge Estates in the Town of Adams: Gregory Rhinehart presented the above-stated preliminary plat to the Committee for their review. Ronald Chamberlain, Adams County Highway Commissioner, called the Planning and Zoning Department on February 3, 2006 and stated that if Lot #4 has an access restricted to 14th Court and Lots #6-13 have shared (side-by-side) driveways, he has no concerns with the proposed plat. David Grabarski made a motion to accept the proposed preliminary plat as presented. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Preliminary Plat for Lakes Edge in the Town of Quincy: Wayne Taylor presented the above-stated preliminary plat to the Committee for their review, with input from Greg Rhinehart. Ronald Chamberlain, Adams County Highway Commissioner sent a memo, dated January 17, 2006 stating the following concerns: The Adams County Driveway Ordinance will require Lots #1,2,3 and 4 to access on the new town road because no access will be permitted on County Trunk Z and by the Highway Department Policy, the overall size of the development requires a traffic impact analysis. David Grabarski made a motion to accept the proposed preliminary plat as presented, provided the concerns of the Adams County Highway Commissioner are met. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Village of Barnum Bay Condominium Plat, Phase 7 in the Town of Rome: Tom Koren presented the proposed plat to the Committee for their review. Sylvia Breene made a motion to accept the above-stated plat as presented. Jim Legreid seconded the motion. All in favor. Motion carried.

11:40 A.M.: Gregory Rhinehart, County Surveyor, Tom Koren, Wayne Taylor, Fran Dehmlow and Rick Uphoff left meeting.

Phil McLaughlin presented the minutes from the January 2006 meeting of the Adams County Planning & Zoning Committee for review. Robert Dixon made a motion to accept the minutes as presented. Dean Morgan seconded the motion. All in favor. Motion carried

Phil McLaughlin presented the Financial Report for the month of January 2006 to the Committee for review, with input from Diane Kopitzke. Robert Dixon made a motion to accept the

ADAMS COUNTY PLANNING & ZONING COMMITTEE

MONTHLY MEETING: FEBRUARY 8, 2006

PAGE #5

Financial Report as presented. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Vouchers were presented and signed. Robert Dixon made a motion to submit the signed vouchers to the Finance Committee for their review. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Approval from the Planning & Zoning Committee to transfer line items to balance the Planning and Zoning Department accounts that are in the red: Diane Kopitzke presented the Committee with copies of the Expense/Revenue Modification form for their review. David Grabarski made a motion to accept the report as presented and sign and submit to the Finance Committee to balance the Planning and Zoning operating expenses for the year 2005. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Sylvia Breene made a motion to deviate from the agenda and hear items 14 & 15. Jim Legreid seconded the motion. All in favor. Motion carried.

Resolution to transfer funds from 2005 for a Hydrograph Account and create a non-lapsing account: Phil McLaughlin presented the Resolution to the Committee for their review before signature and submittal to County Board for final action. The revenue shall be allowed to accumulate, not to exceed \$10,000.00 to be used for installation, maintenance, annual support services, replacement or relocation costs of all devices used in obtaining, reading, or storing of groundwater elevation and/or water study data. Revenues procured in excess of the program demands shall be added to the General Fund. The account is maintained with revenues only, no County monies are used. David Grabarski made a motion to recommend enactment of the Resolution to the County Board for final action. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Resolution to approve the New Rome Cemetery Plat: Phil McLaughlin presented the Resolution to the Committee for their review before signature and submittal to the County Board for final action. Phil McLaughlin stated that Wisconsin Statute 157.07 allows for expansion for cemetery lots, driveways and walkways but the plat cannot be recorded unless it laid out and platted to the satisfaction of the County Board. Mike Keckeisen made a motion to recommend enactment of the Resolution to the County Board for final action. Sylvia Breene seconded the motion. All in favor. Motion carried.

12:01 P.M.: Kevin Kneiss, Corporation Counsel joined meeting.

Mike Keckeisen made a motion to convene into closed session per 19.85(g) of the Wisconsin Statutes to confer with legal counsel for the governmental body who is rendering oral or written

ADAMS COUNTY PLANNING & ZONING COMMITTEE

MONTHLY MEETING: FEBRUARY 8, 2006

PAGE #6

advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. David Grabarski seconded the motion. Roll Call Vote: 7-Yes. Motion carried. Kevin Kneiss led the discussion in regard to a claim that was received from Lenny Hutchinson in the Town of Springville requesting that Adams County sign a Wisconsin Motor Vehicle Owner or Salvage License Application. Mike Keckeisen made a motion to go into open session. Sylvia Breene seconded the motion. Roll Call Vote: 7-Yes. Motion carried. Mike Keckeisen made a motion requesting Phil McLaughlin, Kevin Kneiss, Corporation Counsel and Randy Theisen, Chairman, Town of Springville meet in regard to this matter and then have Kevin Kneiss, Corporation Counsel and Phil McLaughlin handle the matter as appropriate. Robert Dixon seconded the motion. All in favor. Motion carried.

12:29 P.M.: Kevin Kneiss, Corporation Counsel left meeting.

Mike Keckeisen made a motion to recess for lunch. Al Sebastiani seconded the motion. All in favor. Motion carried.

RECESSED: 12:30 P.M.

RECONVENED: 1:30 P.M.

1:30 P.M.: Jodi Helgeson, Adams County Register of Deeds, and Todd Halveron, MSA, joined meeting.

Discussion on cancellation of Novalis/MSA contract. Phil led a discussion in regard to this matter, with input from Todd Halveron, MSA, and Jodi Helgeson, Adams County Register of Deeds. The nature of this discussion was to talk over the possibilities of acquiring software for the project that Novalis was working on before it went bankrupt and was

sold to another company. Discussion was held on the Professional Services Agreement made between Adams County and MSA Professional Services for the Adams County Electronic Permitting Project, which was signed on July 18, 2005 by Al Sebastiani, Chairman, Adams County Board of Supervisors and Jim Owen, Vice-President, MSA Professional Services. David Grabarski made a motion to terminate the Novalais/MSA Professional Services Agreement, signed by Al Sebastiani on July 18, 2005 and request the full refund of monies totaling ten thousand dollars (\$10,000.00) that Adams County paid to MSA for professional services relating to the purchase, installation and support of Novalis software. Mike Keckeisen seconded the motion. All in favor. Motion carried.

Discuss proposal to alleviate non-conforming parcels and DATCP opinion and discussion on utilizing an Intern for 2006: Phil McLaughlin led the discussions stating he had received correspondence from Andy Faust & Dennis Lawrence from North Central Wisconsin Regional Planning Commission, dated January 16, 2006. Dennis Lawrence stated in the correspondence that he has started to detail the process to accomplish what Phil McLaughlin has requested

ADAMS COUNTY PLANNING & ZONING COMMITTEE

MONTHLY MEETING: FEBRUARY 8, 2006

PAGE #7

regarding the proposed zoning changes. There are seven basic steps involved as follows: 1). Join the existing zoning coverage with a new parcel file, which would be provided by the county, 2). Calculate acreage using GIS for each parcel, 3). Select parcels from each of the nine towns under Adams County Comprehensive Zoning, 4). Select parcels based on criteria outlined in "Suggestion to alleviate non-conforming zoned parcels, which was addressed in correspondence dated August 16, 2005, 5). Examine adjacent A-1 parcels with same ownership, this is a time consuming step, 6). Assign new zoning to parcel and 7). Prepare new maps with proposed zoning changes. Phil McLaughlin stated that in order to accomplish this task, he was requesting approval from Committee for utilization of an Intern for 2006. Phil McLaughlin further stated that Steps number one and five will be the most time consuming factors in order to alleviate the nonconforming parcels. The Department Staff does not have the time to work on this project due to the present workload. Kevin Kneiss, Corporation Counsel, stated that he had reviewed this and did not have a problem with the process for alleviating the non-conforming zoned parcels. Mike Keckeisen made a motion to conditionally approve an Intern for 2006 for a 90 day period to work on the above-stated matter, as long as the Internship did not become a full time position and the Internship is approved by John Keuler, County Administrator and Kevin Kneiss, Corporation Counsel. David Grabarski seconded the motion. All in favor. Motion carried.

2:35 P.M.: David Grabarski was excused from the meeting.

2:37 P.M.: John Keuler, County Administrator joined meeting.

Resolution for the third Building Inspector in the Planning and Zoning Department: Phil McLaughlin presented the Resolution to the Committee for their review. John Keuler inquired on whether the third Building Inspector position could possibly be contracted out. Phil McLaughlin stated that it would be more cost effective to have the position as a County position due to the increased number of inspections that were approved when the new fee schedule went into effect. Phil McLaughlin also stated that there is a much higher level of service when it is a County position. Mike Keckeisen made a motion authorizing Phil McLaughlin to work with John Keuler, County Administrator, Kevin Kneiss, Adams County Corporation Counsel, in regard to the matter of creating a new employee position. Robert Dixon seconded the motion. All in favor. Motion carried.

Discussion on pay step increases to include certifications as follows: 1). Commercial Building. 2). Commercial Plumbing. 3). Commercial Electric and 4). POWTS Reviewer. Phil McLaughlin led the discussion stating that in the 90's the Planning and Zoning Committee had authorized pay step increases as an incentive for the

Inspectors to earn more money if more certifications were obtained. At that time, the Union approved the pay increases. Now with the need for Commercial Building, Plumbing and Electrical and POWTS Reviewer qualifications, Phil McLaughlin was looking for some guidance from the Committee in regard to this matter.

ADAMS COUNTY PLANNING & ZONING COMMITTEE

MONTHLY MEETING: FEBRUARY 8, 2006

PAGE #8

Mike Keckeisen made a motion to authorize Phil McLaughlin to go to John Keuler, County Administrator, Kevin Kneiss, Corporation Counsel and the Union, once the arbitration matters get settled. Sylvia Breene seconded the motion. All in favor. Motion carried.

3:10 P.M. Cathy Allen joined meeting.

Discussion on revised Secretary/Bookkeeper Job Descriptions approved on January 12, 2006 by the Personnel Committee. Diane Kopitzke and Cathy Allen addressed the Committee with concerns they had and the added responsibilities that were added to their Job Descriptions. The Committee suggested that this matter be taken up with the Union once the arbitration matters got settled.

Mike Keckeisen made a motion to adjourn until Wednesday, March 8, 2006 at 9:00 A.M. for the next monthly meeting of the Adams County Planning and Zoning Committee. Sylvia Breene seconded the motion. All in favor. Motion carried.

ADJOURNED: 3:25 P.M.

Alfred Sebastiani, Chairman

David Grabarski, Vice-Chairman

James Legreid

Dean Morgan

Sylvia Breene

Mike Keckeisen

Robert Dixon, Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Property Committee
Property Room
February 15, 2006

The meeting was properly announced.

Chairman Dean Morgan called the meeting to order at 9:30 a.m. Committee members present were Fran Dehmlow, Cynthia Loken, and Charlie Rath. Mike Keckeisen was absent.

Jani Zander, Kevin Kniess, and Tracy Hamman were also present.

Motion by Rath / Loken to approve the agenda of February 15, 2006. Motion carried.

Motion by Rath / Dehmlow to approve the minutes of Feb. 1, 2006. Motion carried.

Correspondence Kevin Kniess received information from the Adams County Historical Society concerning the old schoolhouse building at the Fairgrounds and the lease agreement with the County. After some discussion it was decided that Kevin should draft a new lease for the Committee's review.

Report from County Treasurer Jani Zander presented a sealed bid for Tax Deed Property. This bid was opened and reviewed. It was determined that the parcel had already been sold.

Motion by Rath / Dehmlow to reject the bid for parcel #89 due to its being previously sold. Motion carried.

Motion by Rath / Loken to deviate from the agenda and go to item #13, a site visit of the Jail. Motion carried.

A visit of the Jail was made at this time. It was conducted by Sheriff Sindelar and Captain Gies.

Furnace replacement—Courthouse Tracy reported on the most current activity regarding a new furnace.

County Board Room Sound System The project is almost completed. Its use will be explained at our next Board Meeting.

Status of damage to old storage building at Fairgrounds Two proposals have been received. The insurance company needs to be contacted. Kevin has the old agreement.

Angel Tree program 2006 No action taken

Gazebo Project No action taken.

Janitorial, Maintenance items No major concerns that hadn't already been covered

Future agenda items Old Farmers lease, Angel Tree program, furnace replacement, Gazebo project, Corp. Counsel

Vouchers Motion by Dehmlow / Rath to approve vouchers and forward to Finance for payment. Motion carried.

Set next meeting date The Property Committee will meet March 9th at 9:30 a.m. in the Property Room.

Adjourn Motion by Rath / Loken to adjourn. Motion carried.

Cynthia Loken

Cynthia Loken

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

Property Committee
Property Room
March 9, 2006

The meeting was properly announced.

Fran Dehmlow called the meeting to order at 9:30 a.m. Committee members present were Cynthia Loken, and Mike Keckeisen. Al Sebastiani sat in for Dean Morgan. Charlie Rath was excused.

Motion by Sebastiani / Keckeisen to approve the agenda of March 9, 2006. Motion carried.

Motion by Keckeisen / Loken to approve the minutes of Feb. 15, 2006. Motion carried.

Correspondence Renewal Unlimited requested permission to put up a sign on the old library building. They supplied a sketch with the dimensions of the sign. This was also item #14 on the agenda.

Motion by Loken / Keckeisen to approve the request from Renewal Unlimited regarding their sign. Motion carried.

Motion by Sebastiani / Keckeisen to deviate from the agenda and discuss the Old Farmers Antique Club, item 9 on the agenda. Motion carried.

Old Farmers Antique Club Kevin Kniess was not able to attend today's meeting but left information for the Committee in his March 8th letter. He needs to do more research as to the possibility of the County giving the building to the Old Farmers organization. The committee would like Kevin to pursue this idea and present his findings in the matter.

Motion by Keckeisen / Sebastiani to go to item 11 on the agenda. Motion carried.

Status of damage to old storage building at Fairgrounds Tracy was recently given another proposal for the needed repairs and will get that, along with the two he previously had, to the insurance company. A representative of the Adams County Historical Society was present and said the group plans to do more at this building and expects to have it open during the County Fair. Jim Grabarski stated that any lease between the Historical Society and the County should have the provision in it requiring a planned activity during the Fair. This was in the lease agreement between the Old Farmers Antique Club and the County and the group complied with it.

Public Participation A person representing the Good News Club was present to inquire about the rental fee at the Community Center. We stated our policy that only groups with a 501 c (3) status are exempt from payment.

Report from County Treasurer none

Corporation Counsel not available

Signage Fran had information as to the types of signs that the Highway Department can make and also the costs for various sizes. The committee feels that the County should utilize the Highway Departments ability to create signs and lettering for all County property. The cost savings is substantial.

Angel Tree program 2006 No action taken

Gazebo Project No action taken.

Janitorial, Maintenance items Bids are out for replacement of the furnace boiler. They will be due on April 13, 2006.

Future agenda items Old Farmers Antique Club, Angel Tree program, Gazebo project, Community Center lawn repairs, signage

Vouchers Motion by Loken / Keckeisen to approve vouchers and forward to Finance for payment. Motion carried.

Set next meeting date The Property Committee will meet March 20th at 9:30 a.m. in the Property Room.

Adjourn Motion by Keckeisen / Sebastiani to adjourn. Motion carried.

Cynthia Loken

Cynthia Loken

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

Name of Meeting: BRAT Public Health Commission Meeting

Facilitator: Bev Muhlenbeck

Date of Meeting: February 22nd, 2006

Recorder: Jessica Nall

Guest: Billee Bayou (State of Wisconsin DHFS), Bobby Jones (Nursing Student)

Present: Beverly Muhlenbeck, Sue McCartney, Susan Lorenz, Linda McFarlin, Barb Theis, Melissa Delmore, and Jessica Nall

Absent: NONE

Meeting called to order by Theis verification of Open Meeting Law noted.

Approval of the Agenda. Motion to approve by Lorenz seconded by McCartney. Motion carried

Approval of January 25th, 2006 meeting minutes. Discrepancies surrounding the receipt of January's minutes. Copies were made and handed out.

Motion by Lorenz seconded by McFarlin. Motion Carried.

Topic	Major Points Discussed	Resolutions and Actions Required	Assigned to	Due Date
EPI Report	<ul style="list-style-type: none">• Discussion surrounding Carolyn Strubel's EPI Guidelines• Judy and Chris' presentation to Regional Officers• Wolff reported datasystem for the EPI objective is done, so they can start entering information• Discussion surrounding frequency of EPI meetings			
Topic	Major Points Discussed	Resolutions and Actions Required	Assigned to	Due Date
Budget 2006	<ul style="list-style-type: none">• 2005/2006 Budget faxed prior to the meeting. Clarification of 2005 carryover, tentative carryover is \$8,068.37 to each county. Excess of 2006 budget is \$3,000.40 to each county.• New Communicable Disease Manual to be released soon. The expense is to be taken from the Education portion of the budget. Each county needs a specific number of copies. McFarlin reports needing 13 as well as Lorenz.• Reviewed that all BRAT Meeting expenses to come out of Training portion of the budget.	Each Health Officer needs copies for their specific county and need to forward Delmore/Nall the number needed per county.	Theis, McCartney, Muhlenbeck	
ACT 96 Liability For Volunteers	<ul style="list-style-type: none">• Bayou reported that ACT 96 is designed to cover liability for a State declared			

	<p>emergency for unpaid volunteers. This does not necessarily mean a statewide emergency but that the governor must declare it.</p>			
WEAVR Update	<ul style="list-style-type: none"> • Bayou reported on the difficulties surrounding HAN, including the lack of updated material, lack of being user friendly, and the lengthy process of signing on. • Question arose about who verifies credentials? Bayou reports that there are a number of databases that WEAVR employees can access within minutes to verify credentials. Bayou suggests partnering up with hospital staff that work with the credential system as well. • WEAVR is meant to be a backup to first responders. Bayou reports that an EOC will determine if the situation requires long-term recovery. Then when volunteers are needed, they will contact WEAVR's 24/7 emergency line and explain what is needed. Request is made for the grid that includes the names and numbers of whom to contact at WEAVR. • WEAVR, a state owned database, is being question as to whether or not it is considered public record. This opens a huge issue as to whether or not all State owned databases are subject to this law as well, such as WIR. • Medical reserves corps are local resources for volunteers during an emergency. 	<p>Grid to be forwarded to each Health Officer.</p>	<p>Bayou</p>	
Pharmacy Consultants for Mass Prophylaxis	<ul style="list-style-type: none"> • Juneau has possible sample MOU's for pharmacists, but Corp Counsel is reviewing them right now. • Request for Dave Plymers for sample pharmacist 	<p>Contact David Plymers about sample pharmacist MOU's</p>	<p>Delmore</p>	

	MOU's from other states.			
2006 Objective Checklist	<ul style="list-style-type: none"> Information was requested last meeting surrounding the 2006 Objective checklist. The question was: does everything need to be checked off? Delmore reports that most things will be checked because of tabletops, etc already planned for the year. But not every box will be checked. 			
Review of sample MOU's	<ul style="list-style-type: none"> This is tabled until a future meeting when more sample MOU's can be obtained. Request for Joe Cordova to send sample MOU's to all Health Officers. 	Delmore to contact Cordova about getting sample MOU's forwarded.	Delmore/Cordova	
LPHD Policies for Volunteers	<ul style="list-style-type: none"> This item is tabled until the March meeting. 			
Discussion regarding the Standing Medical Order	<ul style="list-style-type: none"> Many questions arose over the Standing Medical Order: What does "care" mean in this context? In regards to the need for continued medications- What if people elect to go to their regular physician? How would a follow-up form be done? Will the WIR match the follow up paperwork? Why have the Medical Advisor sign prior to stating exceptions? What is the definition of "Head of Household"? What to do in case of an "atypical" household? Request for Cordova to get the DPH forms updated, including punctuation and check boxes for ALL questions. 	Delmore to contact Cordova on this request.	Delmore	

Topic	Major Points Discussed	Resolutions and Actions Required	Assigned to	Due Date
Old Business	<ul style="list-style-type: none"> <u>October 200 BRAT Meeting:</u> Delmore proposes a meeting regarding The Role of Human Services in a Public Health Emergency, including 			

	<p>Special Populations. No BRAT meeting in July, just a training on PIO and Crisis Communications. BRAT Newsletter will be developed in late summer.</p> <ul style="list-style-type: none"> • Keith Lang will attend the April Commission Meeting to discuss the October BRAT Meeting. • Request for Human Services memo received by McFarlin. • Request for certain members and officials to be invited to the October BRAT Meeting • Delmore will forward a copy of the flyer for April BRAT Meeting prior to the meeting 	<p>McFarlin will fax this memo to all Health Officers List of Human Services Directors, all Medical Providers, and all Board Members to be forwarded to Delmore/Nall as soon as possible.</p> <p>Delmore to forward copy of flyer to each Health Officer</p>	<p>McFarlin</p> <p>Lorenz, Theis, McFarlin, Muhlenbeck, and McCartney</p> <p>Delmore</p>	
Topic	Major Points Discussed	Resolutions and Actions Required	Assigned to	Due Date
Fiscal Agent Report	<ul style="list-style-type: none"> • Meeting was cancelled. • No news on the Pandemic funding, but it is known that the money may not be used for purchasing anti-virals. 			
Coordinator's Report	<ul style="list-style-type: none"> • Meeting was cancelled due to snowstorm. • Request for research to be done on ordering N95 Masks in bulk. • Request for Lorenz to send out Satellite phone number to all Health Officers. • Request for information on Satellite Radios. 	<p>Delmore to research this request</p> <p>Lorenz to forward phone number</p> <p>Delmore to obtain information on satellite radios.</p>	<p>Delmore</p> <p>Lorenz</p> <p>Delmore</p>	
HRSA Report	<ul style="list-style-type: none"> • McFarlin reports that there were reports from all of the Consortiums, and that she used the BRAT Newsletter to give any information she could. • Among that other topics discussed included: the EPI Model, surge capacity, and 			

	who applied for what as far as funding goes. <ul style="list-style-type: none"> • Request for IPS Pandemic Template to be forwarded to all Health Officers 	Forward IPS Pandemic Template	Delmore	
County Sharing	<ul style="list-style-type: none"> • All of the counties discussed their upcoming Mass Clinic tabletops and functional. Marquette reported on their tabletop that took place earlier in the month. They concluded in Marquette that some work needs to be done on the EOC. 			
Training Update	<ul style="list-style-type: none"> • EOC Training will take place on September 21st, all day, at the Sauk County West Square Building. Rhonda Reynolds (Northwest Regional Office) and Pat O'Connor (Southeast Regional Office) will do the training. 			

Topic	Major Points Discussed	Resolutions and Actions Required	Assigned to	Due Date
New Business	April 19 th -Agri-terrorism/Animal Influenza and the Local Public Health Role 8:30AM-1PM Kalahari Resort and Convention Center Wisconsin Dells, WI July 19 th - Crisis Communication /Basic and Advaced PIO Training			
Next meeting	March 22nd, 2006 at 8:30 A.M.			
Future meetings	BRAT Meeting: April 19th at 8:30AM-1PM Kalahari Resort and Convention Center			

Motion by McFarlin to adjourn seconded by Lorenz. Motion carried.

DATE: March 8, 2006
TIME: 1:00pm
PLACE: A160

Review Committee Minutes

1. Was the meeting properly announced? Yes
2. Roll Call, Joyce Kirslenlohr, Jerry Kotlowski, Karl Klingforth, Cynthia Loken, present, Charles Rath, absent excused. Others present Linda Arneson, Jennifer Swenson, Fran Dehmlow, Jane Grabarski, Kevin Kniess
3. Approve the Agenda, motion to approve the agenda presented by Jerry Kotlowski, second by Karl Klingforth. Motion carried.
4. Approve Minutes of February 8, 2006 meetings, motion presented by Karl Klingforth, second by Jerry Kotlowski. Motion carried.
5. Public Participation – none
Motion to deviate to agenda item 6,d,ii presented by Cynthia Loken, second by Karl Klingforth. Motion carried.
Motion to deviate to agenda item 6,a,ii presented by Jerry Kotlowski, second by Cynthia Loken. Motion carried.
Motion to deviate to item 6,c presented by Jerry Kotlowski, second by Karl Klingforth. Motion carried
Motion to return to agenda presented by Cynthia Loken, second by Karl Klingforth. Motion carried.
6. Communications – Meet with Department Heads - Items for discussion
 - a. Project Updates – IS Manager
 - i. Parks – on track for April 2nd deadline
 - ii. Sheriff's Dept - Update by Kevin Kniess, Corp Counsel, he is reviewing contracts and pricing. Kevin would like the county to look at alternative software and suggested MIS Manager arrange site visits to other locations using different software.
 - iii. Solid Waste – Motion to accept contract pending approval by Corporation Counsel presented by Jerry Kotlowski, second by Cynthia Loken. Motion carried.
 - b. Credit Card update
 - i. GPS information, discussion, Karl Klingforth will forward information to Administrator for review and action.
 - c. Job Description/Budget ramifications, discussion of fiscal notes on Resolution, motion to approve resolution and job description presented by Jerry Kotlowski, second by Karl Klingforth. Motion carried.
 - d. Purchases
 - i. IPaq's HHS – Motion to approve purchase of 4 iPags, not to exceed \$2000.00 presented by Cynthia Loken, second by Jerry Kotlowski. Motion carried.
 - ii. UWEX Printer – No action necessary
 - e. Job description – Computer Support Specialist – Duplicate item
7. Review cell phone bills – Discussion, motion to approve cell phone bills presented by Karl Klingforth, second by Cynthia Loken. Motion carried.
8. Review cell phone requests - No new requests
9. Financial Voucher approval – Motion to approve financial report and vouchers and send to finance presented by Karl Klingforth, second by Jerry Kotlowski. Motion carried.
10. Identify items for next months agenda, GPS Credit Card, Parks, Sheriffs, Solid Waste,
11. Set next meeting date – April 12, 2006
12. Adjournment, motion to adjourn until April 12, 2006 presented by Karl Klingforth, second by Joyce Kirslenlohr. Motion carried.

Respectfully Submitted,

Dawn McGhee

For Cynthia Loken, Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

Rules Committee Minutes

March 8, 2006 - 1:30 p.m.

Conference Room C157

Chairman Sebastiani called the meeting was called to order at 1:30 p.m. The meeting was properly announced. Members present included: Chairman Sebastiani, Supervisor Grabarski, and Supervisor Dixon. Others present: Kevin Kniess – Corporation Counsel/Personnel Director, John Keuler – County Administrator and Liz Rockwell – Administrative Assistant.

Motion by Grabarski, second by Dixon to approve the agenda. Motion carried unanimously. **Motion** by Grabarski, second by Dixon to approve the minutes from the November 28, 2005 meeting. Motion carried unanimously.

The Committee reviewed the proposed Rules of the Board one rule at a time. The Committee made the following changes to the proposal:

- Page 1, line 12-14: Remove, as the Board doesn't do this right now.
- Page 1, line 32: Remove, as this is a repeat.
- Page 3, Rule XII: Corporation Counsel Kniess stated this needs to be modified as the County Administrator shall appoint a qualified elector and resident of the supervisor district to fill a vacancy on the Board pursuant §59.10(3)(e) and §59.18(2)(c), Wisconsin Statutes. The word promptly shall be removed from line 21 also.
- Page 3, line 34: The Comma at the end of the line will be replaced with a period.
- Page 4, Rule XV: §59.11(4), Wisconsin Statutes, will be referenced in this section.
- Page 4, Line 24: The $\frac{2}{3}$ ths will be changed to $\frac{2}{3}$ and it shall state, "vote of the members present."
- Page 4, line 38: After the sentence regarding shall meet with open doors, it shall be added pursuant §59.11(4), Wisconsin Statutes, per Corporation Counsel Kniess.
- Page 4, line 50: The order of the statutes will be reversed.
- Page 5, line 35: The reference to two (2) meetings will be removed. The last line 37 of that paragraph shall state, "then per diem payments for each meeting may be allowed for that day."
- Page 5, line 46: The sentence shall be broken apart. For Committee meetings the member will only be paid if they actually drive to the meeting. This doesn't apply to County Board meetings. This will be double checked with the statutes to ensure this is correct.
- Page 6, line 16: this shall be moved up to line 19.
- Page 7, line 26: A sentence will be added to state that all minutes shall include the time of adjournment of the meeting.
- Page 8, line 44: The statutes will be checked on this amount.
- Page 22, line 34: It shall be changed to state, "Unless, after a reason is given for abstaining, the County Board Chair may excuse the Supervisor from voting."
- Page 23, Rule XXV: All of these shall be modified to include that the $\frac{2}{3}$ ths vote is of the membership of the County Board.
- Page 24, Line 44: It shall be added that, at all regular County Board meetings, six (6) Supervisors shall be appointed to approve the claims. The Supervisors shall be rotated on a three (3) month cycle.

Motion by Dixon, second by Grabarski to forward the proposed Rules of the Board to the current County Board at the March meeting for review and suggestions. Motion carried unanimously.

The next meeting will be April 5th at 1:30 p.m. to review the suggestions from the County Board regarding the proposed Rules of the Board.

At 3:21 p.m. **motion** by Grabarski, second by Dixon to adjourn.

Respectfully submitted,

ElizaBeth Rockwell
Administrative Assistant to the County Administrator

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Adams County Rural & Industrial Development Agency

The Adams County Rural & Industrial Development Agency met on Wednesday February 1, 2006 at 9:00 a.m. at the Adams County Courthouse, Room A160 in Friendship, WI.

Members present were: Charles Rath, Al Sebastiani, Larry Babcock, Mary Ann Bays, Harvey Wagner, Lynda Bula and Kevin Kneiss.

Others present were: **John Keuler and John Hay.**

The meeting was called to order at 9:03 a.m. by Sebastaini

Hay gave a review of the progress of the Rome Spec Bldg and the road construction in the So Ind Park.

So Ind Park Road Improvements:

Motion by Wagner/Rath to authorize a payment of one-third of the estimated \$16,909 cost to improve 5th Lane north of its intersection with #82 for 2,085 feet. This funding would come from the Special Projects Fund. Motion carried.

Hay will obtain the quote from Milestone to complete this project for review by the Highway Dept.

So Ind Park Sign:

Motion by Rath/Babcock to install a sign at the entrance of the park on #82 for a cost not to exceed \$7,000. This funding would come from the Special Projects Fund. Motion carried.

The meeting was adjourned at 9:40 a.m.

Respectfully Submitted,

John Hay Recording Secretary

ADAMS COUNTY SOLID WASTE COMMITTEE

Wednesday, March 8, 2006, 7:00 PM

MEMBERS PRESENT: Dave Grabarski, Chair
Florence Johnson, Vice-Chair
Robert Dixon
Karl Klingforth
David Renner

OTHERS PRESENT: Myrna Diemert, Director

The meeting of the Adams County Solid Waste Department was called to order by the Chair, Dave Grabarski, at 7:00 P.M.. The meeting was properly announced. Roll call: All Committee members present. ***Motion by Dixon, second by Klingforth, to approve the agenda as printed. All in favor. Motion carried.***

MINUTES: ***Motion by Renner, second by Johnson, to approve the minutes of the February 8, 2006 Open Session as presented. All in favor. Motion carried.***

PUBLIC PARTICIPATION: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE: **There were no communications or correspondence to present to the Committee.**

FINANCIAL REPORT/BUDGET REVIEW/FRIDAY CHECK APPROVALS: Ms. Diemert next presented and reviewed the February 2006 Financial Report and three Friday checks. ***Motion by Johnson, second by Klingforth, to approve the February 2006 Financial Report and three Friday checks as presented. All in favor. Motion carried.***

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report for February/March 2006 (see attached copy) and discussion was held. ***Motion by Dixon, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.***

DISCUSSION OF OFFICE STAFFING & CREATION OF POSITION: **Ms. Diemert updated the Committee on the progress of the staffing. Corporation Counsel and the County Administrator are currently reviewing the job description, organizational flow chart, and resolution.**

APPROVAL OF ANY TRAININGS OR CONFERENCES: **Ms. Diemert presented information on learning PowerPoint presentations. She stated that she would like to attend training as she is asked to give presentations for conferences and would like to learn Power Point skills.** ***Motion by Johnson, second by Renner, to approve the Director to attend training on PowerPoint presentations. All in favor. Motion carried. Committee members then signed the Training Approval Form.***

Chair Grabarski also would like to congratulate the Director on receiving the Associated Recyclers of Wisconsin (AROW) award at the annual AROW/SWANA/WCSWMA Conference in Stevens Point. The prestigious Christy Dixon Recycler of the Year is awarded to “an individual whose career demonstrates the highest professional standards in the recycling field” and was awarded to Adams County’s Solid Waste Director for implementing a successful rural recycling program that is a model for other programs throughout Wisconsin, and doing so with limited resources, persistence and leadership. They asked that she bring the plaque to the next County Board meeting.

APPROVAL OF REI GRANT PARTNER AGREEMENT: **Ms. Diemert stated that she had no new REI Agreements to present but would have at least one for the April meeting.**

VOUCHERS: **The vouchers were presented to the Committee and signed.** ***Motion by Klingforth, second by Renner, to approve the vouchers and forward to the Finance Committee. All in favor. Motion carried.***

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: Ms Diemert stated she will place the credit card update, the summer intern program, the staffing update, and the REI grant agreement on the next agenda.

NEXT MEETING AND ADJOURN: *Motion by Dixon, second by Johnson, to adjourn until the regular meeting scheduled for Wednesday, April 12, 2006 at 7:00 P.M.. All in favor. Motion carried.* Meeting adjourned at 7:56 P.M..

Dave Grabarski, Chair

Florence Johnson, Vice-Chair

Bob Dixon

Karl Klingforth

David Renner

SITE REPORT
March 8, 2006
SOLID WASTE DEPARTMENT

TIPPAGE REPORT: 1,385,120 lbs of garbage were brought in which is the second highest amount ever brought into the landfill for February.

There were 8 new over-the-scale customers during the month and is typical for this time of year. (Minimum of \$480 annual revenues if these new customers use the facility one time per month with minimum weight). Since April 1, 1998 we have had 3,347 new customers over the scale.

MEETINGS/SEMINARS/TRAININGS/CONFERENCES: Attended the AROW/SWANA/WCSWMA Winter Conference in Stevens Point on March 1, 2 & 3, 2006.

Attended County Board on Tuesday, February 21, 2006.

Attended Health Insurance Study Committee on March 7, 2006.

Attend Department Head meeting on February 23, 2006.

Attended other various meetings through the month.

Met with Corp Counsel & Administrator over staffing needs at landfill on March 6, 2006.

Will attend County Board on Tuesday, March 21, 2006.

Will attend Dept. Head meeting on Thursday, March 23, 2006.

SITE/EQUIPMENT IMPROVEMENTS: Normal maintenance and repairs were performed during the month. Hank has been working on conveyors for the glass crushing operation. The conveyors were purchased through Federal Property.

INSPECTIONS: No inspections were performed during the month.

LOSS CONTROL/SAFETY/STAFF ISSUES: Performed various daily office management and personnel duties including accident reports for minor injuries to employees. There were no other major injuries reported.

A safety/staff meeting was held on February 23, 2006 to review refueling procedures for vehicles, face shield use, welding sleeve & bib use, spill containment, list of radio stations for severe weather notification & closings, and the safety audit. Employees were reminded that the annual Bloodborne Pathogen training must be attend and is being held on February 27 & 28 as well as March 3, 2006.

Director and employees attended the mandatory annual bloodborne pathogen training.

Director and Loss Control staff are scheduled to attend ICS trainings on March 2, March 9, March 23rd at MSTC.

Submitted and updated the Wisconsin Employer Notification Program list of current CDL drivers.

Arranged for one employee to have random drug testing or CDL. The second employee is off for a non-work related injury and an alternate was selected and will be tested prior to the March 31, 2006 first quarter deadline.

Alpha Terra inspection was done on February 13, 2006. A second visit was required to review our policy and procedure manuals. This was done on March 6, 2006.

5 employees attended the DNR Landfill Operator CEU training in Stevens Point on March 1, 2006. They signed the CEU credit list which will be submitted with their recertification form & fees.

No other significant loss control/safety issues were seen this month.

***See Site Improvements section for more Loss Control/Safety Issues**

INDUSTRIAL PARK: Regular weekly maintenance continues on the wellhouse pumping system and no problems or defects were identified during these weekly inspections.

ADMINISTRATIVE PROJECTS: During the month of February/March the Director performed the following duties: Arranged shipments of tires, baled recyclables, tin, fluorescent light bulbs, corrugated, appliances, and scrap metals as needed.

Continued to coordinate new curbside and residential route customer orders. We had 18 new customers since the last report that adds \$4,656 in annual revenues to the department. Many other inquiries and order changes have been received. Ordered containers, dumpsters, signs & labels for business/residential customers as new customers sign up for the program.

Polk County toured our facility on Tuesday, February 28th. They are interested in setting up a glass recycling operation similar to ours.

Continue to monitor the employees comp time. They have been using their accrued time as they can. By the end of April most of the old comp time will be used.

Continued to work with MIS and consultant regarding RFP for GPS routing software program.

Coordinating with Land Conservation to sell bagged compost at the Tree & Shrub pick-up in April. Will coordinate advertising with them through their mailings.

Met with marketing vendors, placed ads regarding various advertisements around the county.

Submitted the annual Compliance Certification-Landfill License #03150 to the DNR Bureau of Solid and Hazardous Waste Management as required.

Submitted the application & fee for the 2006 Vehicle Scale License Renewal as required.

Submitted the annual DNR Solid Waste Tonnage/Capacity Certification/License Renewal application form by the due date as required.

Sent a letter to a person who has been stealing recyclables from the bins & bags set out for our collection in the City of Adams and the Village of Friendship.

Submitted monthly recycling report to the City of Adams as requested.

Continued to work on the Self-Certification forms for the DNR which is due at the end of the month.

Furnished hours for W-2, Probation, Parole & Huber workers and coordinated new placements.

LANDFILL CONSTRUCTION: No new construction was performed.

MINUTES

SCLS BOARD OF TRUSTEES February 13, 2006 -12:15 p.m.

SCLS Administration

Present: T. Brown, F. Cherney, R. Curtis, L. Davis-Brown, E. DeSmidt, J. Hanson, M. Howe, C. McGuire, N. Nelson, H. O'Donnell, J. Healy-Plotkin, G. Poulson, J. Taft, K. Williams, W. Zimdars

Also Present: P. Davis, H. Moe, B. Dimick, B. Blitzke, Jodi Sweeney

Absent: T. Iaccarino,

Excused: R. Keen, J. Kreten, T. Patton, J. Pugh, P. Townsend, P. Westby
J. Wheeler,

Call to Order: President J. Taft called the meeting to order at 12:20 p.m.

- a. Introduction of guests/visitors and new board members: Jaime Healy-Plotkin was introduced as the newly appointed SCLS trustee representing Dane County. Jodi Bender-Sweeney, consultant for the Sweeney Group was introduced.
- b. Changes/additions to the agenda: None
- c. Requests to address the board: None

Minutes: M. Howe moved approval of the January 9, 2006 minutes. J. Hanson seconded. Motion carried.

Bills for Payment/Financial Statements: N. Nelson moved approval of the bills for payment in the amount of \$114,486.55. M. Howe seconded. Motion carried.

President's Report: There was general discussion of the library legislative day in Madison for those who attended.

a. Library Legislative Day in Washington: K. Williams moved to un-table the motion from the January meeting regarding how many trustees will attend legislative day in Washington. M. Howe seconded the motion. Carried. After much discussion, the board approved sending three SCLS Trustee representatives to Washington. M. Howe and C. McGuire indicated they were interested in attending. F. Cherney and K. Williams also noted they may be interested. These members will meet following the board meeting to discuss further who will attend.

b. 2006 Board Committees: Jack distributed a sign-up sheet at the meeting and asked trustees to sign up for committees on which they are interested in serving for 2006.

Jack also read the letter written to Anne Iwata which expressed appreciation and thanks on behalf of the SCLS Board, for her service and commitment as an SCLS Trustee.

Carole McGuire has been appointed chair of the emerging issues committee.

SCLS Strategic Plan: The plan has been approved by PLAC and MALC. M. Howe moved approval of the 2006 SCLS Strategic Plan. K. Williams seconded. Motion carried.

Committee Reports:

Selection Committee: K. Williams noted the committee has selected nine candidates receive specific questions via email. Once the questions are answered, the committee will narrow the candidates down to those that will be interviewed. The interviews will take place either March 1 or March 3. SCLS Trustees are invited to take part in the interview process as well as SCLS directors and SCLS staff. Kristi will need to know who is interested in participating in the interview process by February 24.

Circulation and ILL Statistics: No comment

System Director's Report:

Phyllis and Barb Dimick were invited to a facilitated discussion of ILL issues with several other public library system members. SCLS is using OCLC for ILL and the general feeling was that the State should do the same. Reference and Loan is not on the same page, however. Phyllis was asked to nominate herself to serve on the LSTA committee.

Wisconsin Dells and Lake Delton are considering forming a joint library.

Phyllis and Cheryl Becker met with the newly hired director of the South West Library System to discuss cross system payments. SCLS is working on a proposal to suggest as a pilot, but the real solution is the passing of the library reform bill.

Phyllis will be working on the 2005 Annual Report, with assistance from Peter.

SCLS has successfully partnered with Wisconsin Public Television to provide a free public program in ten libraries. We will be providing the publicity and WPT will provide the facilitators and materials. The program, "Raising Cain: Boys in Focus," has received high praise. The documentary explores the emotional development of American boys, the issues they face, and discussion of possible solutions to their dilemmas. The SCLS Board asked that Shawn Brommer email them a list of when and where this program is being shown.

Foundation Committee: L. Davis-Brown noted the SCLS Foundation appointed its' officers. Linda is President, Richard MacDonald - V. Pres, Phyllis Davis - Secretary, Bob Keen - Treasurer. Other Foundation Board members include Jack Taft and Bill Zimdars. Bob Blitzke, and Char Paglini will provide staff support to the Foundation. The 501 (c) 3 paperwork has been submitted and they are waiting for word from the Internal Revenue. The bylaws were amended and passed. The next meeting will be March 15 following the board meeting. Fiscal policy and the feasibility study will be discussed.

Jodi Bender Sweeney discussed the campaign feasibility study she conducted for the SCLS Foundation. The board received a copy of that report. She recommends creating a SCLS Foundation "ad hoc" planning committee to discuss how this campaign will work, who to contact for donations, and how to work with libraries to avoid "competition" for funding. The campaign is a long-term effort and how it is presented to the public is very important.

Public Library Advisory Committee (PLAC) Report:

Multitype Advisory Committee (MALC) Report:

LINK Report:

Agenda and Minutes for the above committees can be found on the web at: <http://psw.scls.lib.wi.us/committees/index.html>

Other Business: None

Meeting adjourned at 1 :22 p.m.

H. Moe, Recorder

(Interim) System Director's Report
February 2006

Annual Reports

The SCLS Annual Report for 2005 has been completed and was passed off to Heidi to copy for your packets. In the SCLS tradition, I will deliver it in person tomorrow to the Division for Libraries, Technology and Community Learning, along with copies of all the completed reports from SCLS member libraries. It's a big job for everyone, and it feels good to have it finished until next year.

More on Milestones

Reflecting last month about the 10 years since Adams, Portage and Wood counties joined SCLS started me thinking about another change from that time. Adding the three counties increased the budget enough for SCLS to hire, for the

first time, a full-time coordinator for our continuing education (CE) program. Prior to that time, it was just one part of the Public Library Consultants' job description.

With a full-time Continuing Education Coordinator, SCLS expanded from traditional half or full-day workshops to a wider variety of training opportunities. Videoconference equipment was installed so libraries could attend workshops from Madison or Stevens Point. For hands-on technical training, a computer lab was installed in our administrative offices and then augmented with a mobile, wireless training lab. SCLS began to subscribe to a series of programs from the College of DuPage in Illinois. These were first broadcast to a few sites in the SCLS area, then to seven, and now they can be delivered right to the desktop, too. And to meet the individual computer skill needs of our members, currently more than 30 library staff are enrolled in a year's worth of online, self-paced instruction in computer applications through WebJunction, an online learning community for library staff.

Ten years ago workshops were announced with paper flyers that included a registration form on the bottom. CE events now are posted on our web pages and announced via email lists or blogs, and starting today we've begun to use a second-generation online registration system. A few years ago the SCLS Automation staff started to use the UW-Madison's WisLine service to deliver LINK training to library staff right in their libraries. Using a computer and a phone, staff at member libraries still "attend" the regular workshops without the time and cost of travel. And in 2006, a new series of lunchtime at-your-office programs called "Brain Snacks" are also being offered through WisLine.

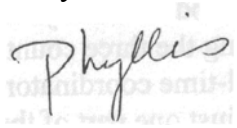
At the same time, our staff is beginning to investigate a new, cheaper alternative to WisLine called OPAL (Online Programming for All Libraries). By joining the OPAL consortium, SCLS will begin to use voice over IP and text chat to communicate during

live distance-learning opportunities. As with WisLine, classes will be delivered to our member libraries, but without the long-distance phone connections, and so at a fraction of the cost.

At the other end of the technology spectrum, SCLS is now taking registrations for a six-week, face-to-face Spanish language course. Three-hour group sessions will be customized to meet the needs of library staff for basic language skills they need to assist Spanish-speaking patrons.

That's a very quick overview of one of our program areas. It's easy to predict that the need for staff training in our member libraries will continue to expand. Envisioning the variety of topics and delivery methods we will be using to address those needs in 10 years is a little more difficult.

See you on the 13th!

A handwritten signature in cursive script, appearing to read "Phyllis". The signature is written in dark ink on a light background.

SOUTH CENTRAL LIBRARY SYSTEM
Circulation and ILL Statistics

January 2006

	*2004 Population	2004 Circulation	**2004 Collection	2004 Annual Expenditures	Same Mo. Circ. 2005	Current Mo. Circ.	Mo. ILL Borrowed	Mo. ILL Loaned	YTD Circ. 2005
ADAMS									
Adams Cty	17,814	70,310	29,613	267,086	7,568	9,003	2,700	2,975	9,003
Rome	2,888	20,144	15,244	93,177	1,395	2,196	65	2	2,196
TOTAL	20,702	90,454	44,857	350,263	8,963	11,199	2,765	2,977	11,199
COLUMBIA									
Cambria	785	27,067	8,319	82,144	2,453	1,855	1,029	541	1,855
Columbus	4,704	82,611	34,458	272,537	6,352	7322	1817	3748	7322
Lodi	2,949	91,423	26,866	225,442	7,180	8,716	2,985	2,402	8,716
Pardeeville	2,051	39,079	21,173	140,460	3,583	4133	1521	2014	4133
Portage	9,966	220,188	60,209	461,396	18,006	20595	6521	4831	20595
Poynette	2,461	53,161	20,179	90,236	3,782	4,148	988	1,777	4,148
Rio	981	34,009	24,535	105,901	2,392	3,043	162	-	3,043
Wis. Dells	2,457	73,912	39,183	304,072	6,626	6,999	2,920	2,244	6,999
Wycocena					50				
Other Cty	27,841								
TOTAL	54,195	621,450	234,922	1,682,188	50,424	56,811	17,943	17,557	56,811
DANE									
Belleville	2,030	53,838	23,913	158,672	4,494	5,303	1,670	3,255	5,303
Black Earth	1,313	35,784	19,022	90,833	3,001	3,362	1,287	1,999	3,362
Cambridge	1,174	49,892	22,514	155,408	3,615	4,709	2,035	1,873	4,709
Cross Plains	3,342	78,280	35,593	269,944	6,622	6,524	2,117	3,345	6,524
Deerfield	2,041	48,578	19,085	129,918	3,868	4,187	2,152	2,155	4,187
DeForest	8,061	318,434	72,766	599,523	26,920	29,352	6,150	10,415	29,352
Marshall	3,563	57,663	25,599	150,822	4,293	4,797	1,437	2,909	4,797
Mazomanie	1,543	34,453	17,889	97,847	2,484	2,818	1,242	2,072	2,818
McFarland	7,051	140,729	44,437	314,588	12,438	16,962	3,851	5,685	16,962
Middleton	16,446	529,355	83,670	1,126,175	47,894	56,380	14,746	14,674	56,380
Monona	7,965	261,010	69,662	540,518	20,817	22,453	5,995	8,607	22,453
Mt. Horeb	6,244	201,931	44,711	545,723	16,990	16,257	6,523	5,192	16,257
Oregon	7,976	232,783	62,494	412,427	18,585	20,686	6,816	5,473	20,686
Stoughton	12,654	250,075	70,269	607,751	20,958	22,769	7,072	6,731	22,769
Sun Prairie	23,226	409,445	104,379	1,260,752	34,865	41,121	10,006	9,255	41,121
Verona	8,888	257,336	50,406	455,488	21,417	24,861	7,785	8,012	24,861
Waunakee	10,002	217,322	64,998	500,521	18,129	19,001	4,736	7,026	19,001
Madison	217,935	4,325,305	903,374	11,018,964	369,839	299,189	66,148	40,572	299,189
DCLS	109,493	159,443	48,686	3,541,827	12,255	13,225	2,125	6,749	13,225
TOTAL	450,947	7,661,656	1,783,467	21,977,701	649,484	613,956	153,893	145,999	613,956
SUB TOTAL	525,844	8,373,560	2,063,246	24,010,152	708,871	681,966	174,601	166,533	681,966

Special Committee
on Committees
February 14, 2006
1:00 p.m.
Courthouse
Conference Room
A260

At 1:00 p.m.
Chairman Al
Sebastiani called the
meeting to order.
The meeting was
properly announced.

**Committee
Members present:**
Al Sebastiani,
Charlie Rath, Dave
Grabarski and John
Keuler.

Others present:
Dennis McFarlin,
Phil McLaughlin –
Planning & Zoning,
Jodi Helgeson –
Register of Deeds,
Dee Helmrick –
Clerk of Court, Deb
Barnes – Child
Support, Kevin
Kniess –
Corporation
Counsel, and Liz
Rockwell –
Administrative
Assistant.

Motion by
Grabarski, second
by Rath to approve
the agenda. Motion
carried unanimously.
Motion by Rath,
second by Grabarski
to approve the
minutes from the
meeting on February
2, 2006. Motion
carried unanimously.

	*2004 Population	2004 Circulation	**2004 Collection	2004 Annual Expenditures	Same Mo. Circ. 2005	Current Mo. Circ.	Mo. ILL Borrowed	Mo. ILL Loaned	YTD Circ. 2005
REEN									
bany	2,071	33,085	14,522	45,347	2,831	2,866	185	-	2,866
odhead	3,181	77,720	45,837	164,545	6,581	5,768	96	-	5,768
onroe	15,607	222,663	84,270	530,614	17,374	19,191	4,931	5,859	19,191
onticello	1,147	72,743	30,994	109,728	6,141	5736	167	0	5736
aw Glarus	2,104	79,152	27,417	216,396	6,450	6,391	2,747	3,594	6,391
ther City	10,914								
TOTAL	35,024	485,363	203,040	1,066,630	39,377	39,952	8,126	9,453	39,952
ORTAGE									
mherst	1,027	23,158	18,104	31,873	1,240	1,309	39	-	1,309
ortage Cty	67,908	471,893	187,582	1,570,468	41,290	41,404	582	5	41,404
TOTAL	68,935	495,051	205,686	1,602,341	42,530	42,713	621	5	42,713
AUK									
araboo	11,188	241,316	67,408	657,188	20,093	20,602	6,447	4,732	20,602
aValle	324	4,888	5,703	12,870	455	372	177	300	372
. Freedom	642	10,402	4,555	24,463	1327	643	287	359	643
lain	793	23,503	9,427	85,092	2,282	2,906	1341	1015	2,906
rairie du Sac	3,463	122,300	41,584	253,281	10,142	10,137	3,543	3,895	10,137
eedsburg	8,573	220,714	66,028	499,619	18,952	21,601	5,057	7,303	21,601
ock Springs	421	9,671	6,725	26,221	642	723	350	514	723
auk City	3,211	111,777	39,754	251,184	9,733	10,638	3,079	3,175	10,638
pring Green	1,463	67,967	25,206	176,374	6,296	6,669	2,340	2,318	6,669
ther City	28,410								
TOTAL	58,488	812,538	266,390	1,986,292	69,922	74,291	22,621	23,611	74,291
WOOD									
Arpin	807	12,112	8,782	28,811	no report				
Marshfield	20,901	393,541	138,231	1,188,855	33,762	36,287	109	26	36,287
Nekoosa	2,593	53,676	36,156	130,720	3,793	2,508	30	-	2,508
Pittsville	885	31,600	16,760	51,516	2,282	843	15	2	843
Vesper	540	11,290	23,399	22,189	871	37,897	7,696	7,743	37,897
Wis. Rapids	18,410	398,733	115,054	1,409,932	34,248				
Other City	34,472								
TOTAL	78,608	888,840	329,600	2,803,212	74,956	77,535	7,850	7,771	77,535
SUB TOTAL	241,055	2,681,792	1,004,716	7,458,475	226,785	234,491	39,218	40,840	234,491
GRAND TOTAL	766,899	11,055,352	3,067,962	31,468,627	935,656	916,457	213,819	207,373	916,457

*Based on DOA Official Population Estimates 1/01/04 and includes all those individuals who pay library taxes directly to the indicated community

**Collection includes books, audio, film, video, and other materials such as software, art prints, and toys. It does not include serial volumes owned

John Keuler passed around samples of agendas and minutes from other Counties that used a structure similar to what the Committee has proposed for the members to see what the start and stop times of the meetings were, as well as the agenda items addressed at the meetings. The Committee discussed the County Board members and Department Heads concerns with the new structure.

The following changes will be made to the proposed structure:

- The Print Shop will be removed from Chart 1 - Standing Committees Department Oversight and will be listed on Chart 2 – Standing Committee Functions as this is overseen by the Administrator, and not a separate Department. The Administrator would take any issues or policies to the Administrative and Finance Committee as necessary for the Print Shop.
- The Maintenance Department will be removed from Chart 1 – Standing Committees Department Oversight, and will be listed on Chart 2 - Standing Committee Function for the same reason as above and will be listed under the Administrative & Finance Committee. The Administrator would take any issues or policies to the Administrative & Finance Committee as necessary for Maintenance.
- Remove Land Information as a subcommittee, they will be an advisory group that will not have to comply with Open Meetings as it is made up of Department Heads or Department Representatives in some cases, not County Board Supervisors. They will report to the Planning, Resources & Development Committee with any policies, expenditures or contracts.
- Add the Airport Commission to act pursuant §114.14, Wisconsin Statutes, with 3 members appointed by the Administrator and will not have County Board representatives. The 3 members shall be persons especially interested in aeronautics. The Airport Manager would then submit a report to the Public Works Committee regarding the operations of the Airport.
- Add short and long range planning to the duties and responsibilities of all standing committees.
- The Library Board will have no changes to the wording per the Kevin Kniess, Corporation Counsel.
- Add sexually oriented business ordinance to the list of Ordinances for the Planning & Development Committee to uphold and remove the Private Well Water Ordinance, as the County doesn't have one at this time.
- The Farm Service Agent member on the Planning & Development Committee will be removed.
- The Board of Adjustments will not be listed as an advisory Board. Also it will be added that in accordance with §59.694(2)(bm), Wisconsin Statutes, there will be 2 alternates appointed. It will also be removed that one member shall be a County Board Supervisor, this will keep the decision unbiased as the Planning & Zoning Administrator would assist the Board of Adjustments in providing background information rather than making a County Board Supervisor responsible for this.
- Housing Authority will reference statute §59.53(22), which grants the authority to the County to create a Housing Authority and the powers vested in §66.1201, Wisconsin Statutes.
- Central Wisconsin Community Action Council and North Central Wisconsin Workforce Development Board will be added to the structure under the Planning, Resources & Development Committee.
- Under the Board of Adjustments, the wording “unnecessary hardship” will be changed to “are unnecessarily burdensome”.
- Under the Public Works & Recreation Committee, where it states the Highway Committees duties, examples a-d will be removed as when the Administrator position was adopted, those powers were transferred to the Highway Commissioner.
- Under Public Works & Recreation Committee, it will be added that the Committee will be responsible for other County sponsored recreation trails in addition to the snowmobile trails. The wording will also be modified to state, “Promote tourism and the County’s natural, cultural and recreational resources.”
- John Keuler will discuss with Chris Murphy – County Conservationist, Chris’s proposed changes to the Lake District information.
- The wording for the North Central Regional Planning Commission will be changed to explain how the County makes a recommendation for a second member that is appointed by the Governor.
- The Planning, Resource & Development Commission will be renamed the Planning & Development Commission and the oversight of UW Extension will be removed.
- The Public Works & Recreation Committee will be renamed to Public Works Committee and the oversight of the Parks will be removed.
- A new Committee will be added to the structure called Resources & Recreation and will include oversight of Parks and UW Extension. Making seven standing committees instead of six.

The Committee determined that John Keuler would add the final proposal of the Committee Structure from today's meeting to the full Rules of the Board. The full Rules of the Board will then be taken to the Rules Committee for final suggestions and changes, and the Rules Committee will present it to the County Board in March for comments and suggestions. It will then be taken to the New County Board in April for adoption at the Organizational Meeting.

Motion at 3:55 p.m. by Grabarski, second by Rath to adjourn. Motion carried unanimously.

Respectfully submitted,

Liz Rockwell
Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
(608)-339-4226 (608)-339-3808
P.O. BOX 187 -- FRIENDSHIP, WI 53934

ADAMS COUNTY SURVEYOR'S REPORT # 389
March 6, 2006
Report for the month of February, 2006

The Government Corner Maintenance Program has been moving forward. All of the Section Corners in New Haven and parts of Jackson and Dell Prairie have been visited.

Phil and I are planning to start proposed revisions to the Land Division Ordinance this month.

I am continuing with the duties of my office and responding to inquiries from the public and county personnel.

Respectfully Submitted;
Gregory P. Rhinehart
Adams County Surveyor

ADAMS COUNTY SURVEYOR'S OFFICE
GREGORY P. RHINEHART, COUNTY SURVEYOR
P.O. BOX 187, FRIENDSHIP, WI 53934
(608) 339-4226

SUMMARY OF ACCOUNTS 2006

		<u>PROJECTS</u>	<u>MISCELLANEOUS</u>
		\$20,000.00	\$ 400.00
Budget	<u>RETAINER</u>		
	\$3,600.		
JANUARY	300.00		
Balance	\$3,300.00	\$20,000.00	\$400.00
FEBRUARY	300.00	6,750.00	
Balance	\$3,000.00	\$13,250.00	\$400.00
MARCH			
Balance			
APRIL			
Balance			
MAY			
Balance			
JUNE			
Balance			
JULY			
Balance			
AUGUST			
Balance			
SEPTEMBER			
Balance			
OCTOBER			
Balance			
NOVEMBER			
Balance			
DECEMBER			
Balance			
Grand Total			